

Essentris™ User Manual

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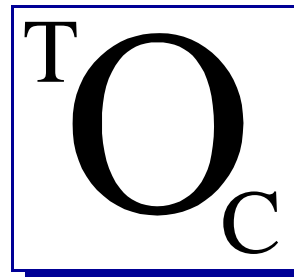
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Table of Contents



Preface	xiii
How to Use this Document	xiii
About Essentris	xiii
About this Document	xiv
References	xiv
Essentris Version Number	xiv
Exploring Essentris	15
Essentris Common Features	15
Applications Bar	17
Moving and Resizing the Applications Bar	17
Unit Bar	19
Resizing the Unit Bar	20
Application Display	21
Title Bar	21
Menu Bar	21
Using Keyboard Access	21
Using Shortcut Keys	22
Patient Header Bar	23
Display Choices	23
Allergies	23
Standard Toolbar	24
Status Bar	25
Using the Shortcut Menu	25
Date and Time Format	25
Using The Mouse in Essentris	26
Patient Control	27
Password Access to Essentris	28
Screen Lock	29
Locking the Screen	29
Unlocking the Screen	29
Utility Menus	30

Table of Contents

File Menu	30
Edit Menu	30
View Menu	31
Help Menu	31
Print Special Menu	32
Env Menu	32
The Provider Patient List	33
Using the Include and Exclude Files	34
Adding Patients	34
Removing Patients	34
Admin Menu	35
Finding a Patient	36
Admitting a Patient	36
Patients with Previous Stays	38
Transferring a Patient	39
Discharging a Patient	41
Using the Status Board	42
Filtering Information for the Patient Status Board	43
Selecting Patients by Physician Name	43
Selecting Patients by Unit	44
Selecting Patients from a Patient List	44
Sorting Patient Information by Field	45
Displaying Order Counts	45
Entering Information in the Patient Status Board	46
Patient Status Board Automatic Refresh	47
Using Color Coded Flags	47
Elapsed Time	47
Numeric Range	47
Text Matching	47
Time Range	48
Import Data	49
Importing Patient Data	49
Show Staff Log	52
Flowsheet Basics	53
Flowsheet Display	53
Flowsheet Sections	55
Data Entry in Flowsheets	57
Accessing a Flowsheet	59
Navigating Flowsheets	60
Flowsheet Actions	61
Copy Forward	62
Describe Item	63
Enter Time	64
Find Row	65
Refresh Flowsheet	66
Annotation	67

View Edit History	69
Store Changes	71
Add Row	72
Start Row and Stop Row Markers	73
Read Monitor	74
Discontinue an Order	75
New Order	76
Order Frequencies	76
Single Dose Delivery	76
Periodic Frequency	76
Scheduled Frequency	76
Set Frequency	77
Set Schedule	79
Delay Schedule	81
Reset Schedule	82
Toggle Tooltip	83
Flowsheet Specifics	85
Specialized Flowsheets	86
IV Drug Infusions	86
The I&O Flowsheet	86
The Medications Flowsheet	86
The Vitals Flowsheet	86
Vitals Flowsheet	87
Summary Box Sections	87
Vital Signs Plot Section	88
Chart Event	88
Chart IV Drug Infusion Dosages	89
Fluid Balance (I&O) Flowsheet	90
Summary Box	90
Daily Summaries Section	91
Totals Section	91
Weights Section	91
Intake and Outputs Sections	92
Change Site of Fluid	93
Hang New Fluid	95
Change Fluid Rate	96
Insert Volume Key	97
Chart Incremental Increases of Outputs	98
View Weight History	99
Medications Flowsheet	100
Sorting Scheduled Medications	102
New Order	102
Deliver Medication	103
Hold Medication Delivery	104
Discontinue Medication	105
Medication Remarks	106

Table of Contents

Lab Entry Flowsheet	108
Daylight Savings Time	109
Spring Time Change	109
Fall Time Change	110
Summary Screens	111
Accessing Summary Screens	112
Navigating Summary Screens	113
Enter New Time	114
Set Time Interval	115
Open Screen	116
Changing The Layout of Summary Screen Windows	117
Summary Screen Timeline	118
Hide/Show Bar	119
Patient Notes	121
Accessing Patient Notes	121
Notes Menu Screen	123
Essentris Notes Functionality	123
New Note	123
Topic Notes	124
Timed Notes	124
Choicelist Types	125
Choicelist Modes	125
Image Notes	127
Open Note	128
Edit Note	128
Edit Note Functions	128
Note Menu	128
Close Note	129
Edit Field	129
More Fields	129
Erase Data	129
Describe Item	129
Store Changes	130
Insert Current Date/Time	130
Edit Topic	130
Print	131
Edit Menu	131
Cut, Copy, and Paste	131
Select All	131
Find	132
Spelling	132
Spelling All	132
Options	132
View Menu	133
Toolbar	133
Status Bar	133

Go To	133
Print Note(s)	133
Day	134
Category	134
Copy Note	135
Navigating with Tabstops	135
Care Plans	136
Assigning a New Problem	136
Updating a Problem	137
Showing Status	138
Resolving a Problem	138
Fetal Plots	139
Accessing Fetal Plots	139
Fetal Plot Screen Functions	141
Previous Page/Next Screen	141
Current Time	141
Beginning of Strip	141
Select Record	141
1-Hour Strip	141
Custom Strip	141
Add Annotation	142
Refresh Fetal Strip	142
Auto Refresh	142
Print	143
Enter End Time	143
Display Patient Name	143
Accessing Growth Charts	145
Waveforms	147
Displaying Waveforms	147
Patient-Monitor Waveforms	147
Enter Time	148
Read Previous/Read Next	148
Delete Wave	148
Stored Waveforms	148
Previous Wave/Next Wave	149
List Waves	149
Stored and Monitored Waveforms	149
Refresh Wave	149
Request Wave	149
Zoom/Scale	149
Waveform Annotation	150
Store Wave	150
Undo Change	150
Tools	151
Printing Charts	151
Print Options	152

Table of Contents

Specify Time	152
Specify Printer	152
Specify Environment	152
Print a Length of Stay (LOS) Record	153
View the Admit, Discharge, and Transfer (ADT) History	153
Print Options	154
Accessing CQL	155
Using CheckUpdate	155
Changing Your Password	156
Web Links	157
Using The Reference Library	158
Document Types	158
Displaying Documents	158
Printing Documents	159
Display Options	161
Patient Control	161
Unit Bar Font	162
Patient Control List Font	163
Find Patient View Font	164
Set Minimum Font Size	165
Summary of Effects on Display Windows	166
Flowsheets	167
Order Entry	169
Introduction	170
Accessing Order Entry	170
Order Entry Concepts	170
Permissions	170
Enter	171
Acknowledge	171
Sign	171
Cosign (CS)	171
Verify	171
DC	171
Typical User Permissions	171
Ward Clerk	171
RN	172
MD	172
Pharmacist	172
Order States	172
Acknowledged	172
Active	173
Complete	173
Cosigned	173
DCed	173
Edited	174
Entered	174

Expired	174
Locked	174
New	174
Pending, Pending DC	175
Previous	175
Removed	175
Renewed	175
Signed	175
Verbal	175
Verified	175
Order Processing	176
Content Changes	176
State Changes	176
Triple Asterisk (***)	176
Store	176
Cancelling Changes	177
Annotations	177
Communicating Orders	177
The Order Entry Display	178
Views	178
Allergy Warnings	178
Category Sections	179
Header	179
Columns	179
Resizing Columns	179
Hiding Columns	179
Rows	179
Sorting Rows	179
Minimize Section	180
Maximize Section	180
Order Selection	180
Selecting Multiple Orders	180
Order Entry Actions	180
Display Actions	181
Content Actions	184
Processing Actions	188
The Order Editor	190
Actions	190
Field Types	191
Informational	191
Time/Date	191
Using Choicelists	192
Choicelist Modes	192
Additional Features	192
Checkbox	193
Text Box	194
Medications Name Choicelist	194

Table of Contents

Drug Nomenclatures	194
Display Names	195
Aliases	196
IV Drip Order Editor	196
Name Choicelist	196
Multiple Drugs	197
Default Order Popup	197
Calculated Fields	198
Weight	198
Order Editor from a Flowsheet	198
Actions	199
Order Editor with Charted Data	200
Standard Order Sets	200
Example of a Simple Medication Order	203
MD enters the order	203
RN acknowledges the order	205
MD discontinues the order	206
RN acknowledges the order to DC	207
Drug Screening	209
Drug Screening Process	209
Drug Screening Results	212
Screening Results Tab	212
Simple Duplicate Checking	213
Drug to Drug Interactions	213
Drug Allergy Reactions	213
Duplicate Therapy	213
Drugs Which Were Not Included in The Screening Process	213
Simple Duplicate Check Description Tab	214
Description	214
Excluded Types	214
Existing Orders	214
New Orders	215
Medication Screening Description Tab	215
Disclaimer	215
Description	215
Existing Orders	215
New Orders	216
Allergies	216
Print Button	216
OK Button	216
Cancel Button	216
System Support	216
IPlots	217
Accessing IPlots	217
Selecting Data Items	218
Example Plot Screens	219

Icons and Menus	220
Changing from a Time Plot to the XY Plot	220
Plotting the Length of Stay	220
Changing the End Time of the Plot	220
Changing the Time Interval	221
Printing Plots	221
IPlot Options	221
Index	223

Table of Contents

Preface

P

This document describes Essentris™, the client-server version of the Clinical Information System (CIS). The user interface is Microsoft Windows on a desktop PC. It is intended for readers who are familiar with clinical techniques, medical record keeping, and the Microsoft Windows platform.

How to Use this Document

Each section of this manual describes how to use an Essentris function. Section 1 is a general introduction to the overall system. The following is a list of the sections in this manual:

- Section 1 - “*Exploring Essentris*” describes the Essentris tool bars, menus, and functionality
- Section 2 - “*Patient Control*” describes the Patient Control screen and patient management
- Section 3 - “*Flowsheets Basics*” describes basic flowsheet functions
- Section 4 - “*Flowsheet Specifics*” describes specialized flowsheet functions
- Section 5 - “*Summary Screens*” describes clinical summary screen functions
- Section 6- “*Patient Notes*” describes patient Notes and Care Plan functions
- Section 7- “*Fetal Plots*” describes Essentris maternal graphical charting features
- Section 8 - “*Newborn Growth Charts*” describes how patient data is displayed on standardized growth charts
- Section 9 - “*Waveforms*” describes Essentris patient graphical charting features
- Section 10 - “*Tools*” describes Essentris enhanced print options; access to CQL; CheckUpdate, an automatic update feature; and Change Password
- Section 11 - “*Web Links*” describes hospital reference documents and links
- Section 12 - “*Display Options*” describes the Essentris display features
- Section 13 - “*Order Entry*” describes patient order-entry functions
- Section 14 - “*Drug Screening*” describes the Order Entry drug screening facility
- Section 15 - “*IPlots*” describes how to plot one or two flowsheet data items

About Essentris

Essentris is an online process, designed for the hospital environment, that automates the recording of patient information. Essentris includes the following benefits:

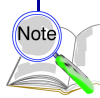
- Replaces handwritten charts.

Preface

- Multiple users can access patient information simultaneously.
- Can be configured to individual hospitals, environments, and patients.
- Eliminates redundant charting.
- Reads data from bedside devices and other systems such as lab and ADT.
- Automates calculations such as IV drips and I&O fluids.
- Performs at 100-percent uptime.
- Data is stored for future retrieval and research.

About this Document

This document describes how to use CliniComp's Clinical Information System in the Windows environment. Although examples of Essentris functions are included, a hospital can customize its environment to meet specific needs. Consequently, screen configurations determined by a hospital might vary from the illustrations presented here.



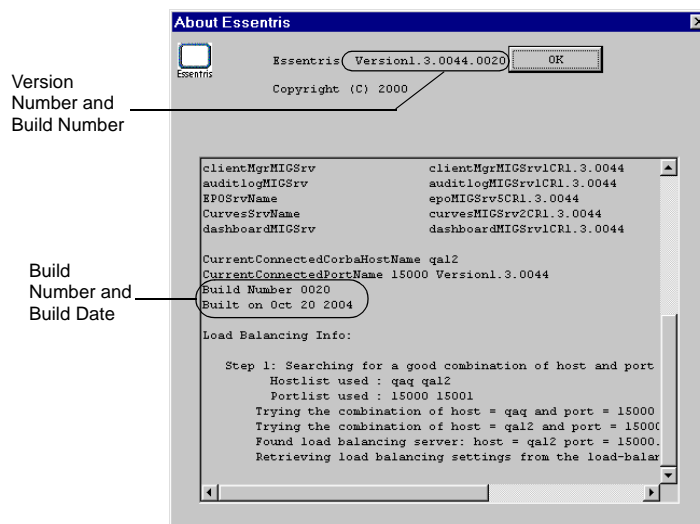
Essentris is the Windows based CIS system formerly known as WinCIS. If the WinCIS name or logo appears while using the Essentris system, or in this manual, it has the same function and meaning as Essentris and is referred to as Essentris in the text of this manual.

References

Essentris includes an online Help function. Help can be accessed with the F1 key, the **Help** menu on the Menu Bar, or by selecting the question mark button on the selected window.

Essentris Version Number

This manual is based on Essentris version 1.3.0044. To view the version of the Essentris application, open the **Help** menu on the Menu Bar and select **About Essentris**. When the **About Essentris** window opens, the Version number and Build number (the four digits following the version number) are shown near the top of the window. Scroll to the bottom of the display to see the Build number and the Build Date.



Exploring Essentris

1

This section is an overview of Essentris functions and common elements. Throughout the section, references are made to subsequent sections that describe the detailed procedures for the function or feature presented.

Essentris Common Features

When Essentris is launched, the Patient Control screen, similar to the one shown on page 16, appears. The Patient Control screen displays the patients, units, beds, and applications. The labeled components of the Patient Control screen are defined in the following order:

- Applications Bar beginning on page 17
- Unit Bar beginning on page 19
- Application Display beginning on page 21
- Title Bar beginning on page 21
- Menu Bar beginning on page 21
- Patient Header on page 23
- Standard Toolbar beginning on page 24
- Status Bar beginning on page 25
- Using the Shortcut Menu on page 25
- Date and Time formatting starting on page 25

The following topics are additional navigation tools:

- Using Shortcut Keys on page 22
- Using Keyboard Access on page 26
- Using the Mouse in Essentris on page 26

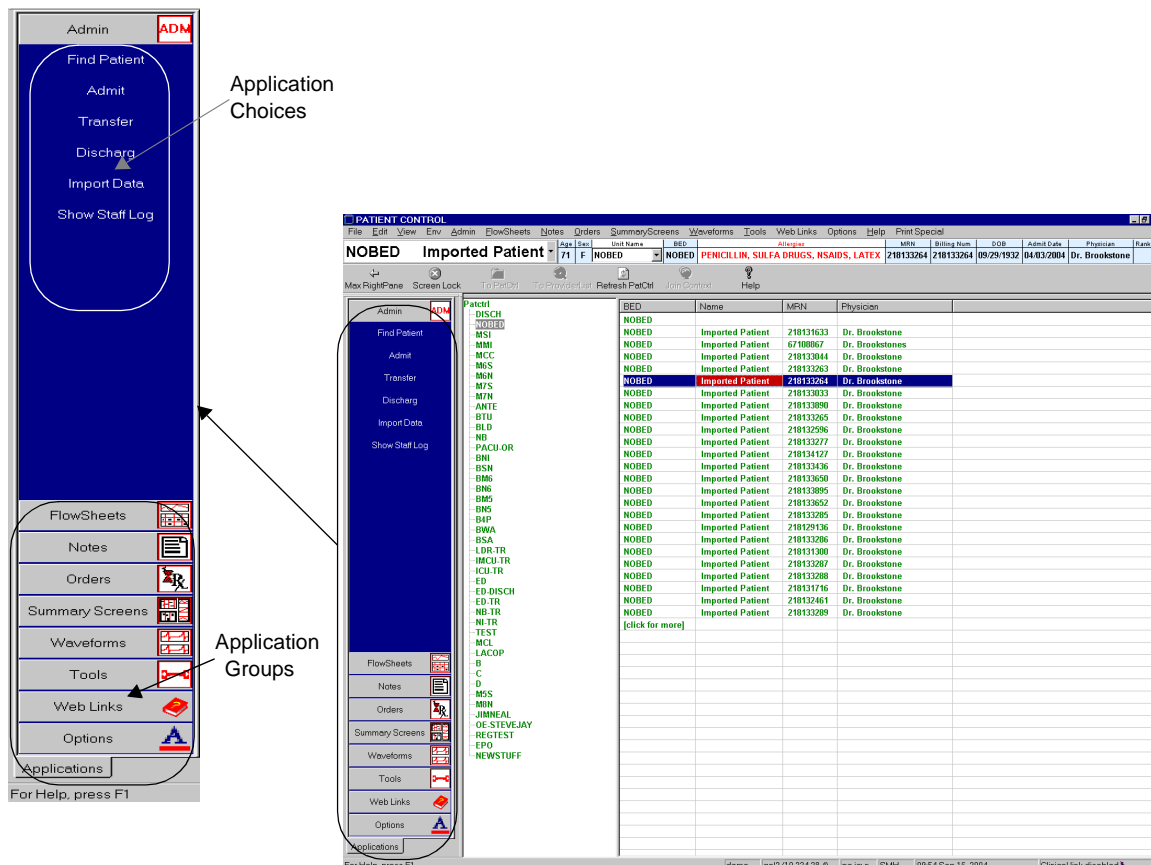
Patient Control Screen

Annotations for Patient Control Screen:

- Title Bar: PATIENT CONTROL
- Menu Bar: File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, Help, Print Special
- Patient Header Bar: NOBED Imported Patient, 71 F, NOBED, NOBED, Allergies: PENICILLIN, SULFA DRUGS, NSAIDS, LATEX, MRN: 218133264, Billing Num: 218133264, DOB: 09/29/1932, Admit Date: 04/03/2004, Physician: Dr. Brookstone
- Standard Toolbar: Max RightPane, Screen Lock, To PatCtrl, To ProviderList, Refresh PatCtrl, Join Context
- Applications Bar: Admin (ADM), Find Patient, Admit, Transfer, Discharge, Import Data, Show Staff Log, FlowSheets, Notes, Orders, Summary Screens, Waveforms, Tools, Web Links, Options, Applications
- Status Bar: For Help, press F1, demo, lqsl2 (10.224.28.4), pcjayr, SMH, 09:54 Sep 16, 2004, Clinical link disabled
- Unit Bar: List of units including DISCH, NOBED, MSI, MMI, MCC, M6S, M6N, M7S, M7N, ANTE, BTU, BLD, NB, PACU OR, BNI, BSN, BM6, BM5, BNS, B4P, BWA, BSA, LDR-TR, IMCU-TR, ICU-TR, ED, ED-DISCH, ED-TR, NB-TR, NI-TR, TEST, MCL, LACOP, B, C, D, M5S, MBN, JIMNEAL, OE-STEVEJAY, REGTEST, EPO, NEWSTUFF
- Application Display: Table with columns BED, Name, and a list of patient records.
- Shortcut Menu (right-click): Env, Find Patient, Admit, Transfer, Discharge, STAT BOARD, Import Data, Show Staff Log, VITALS, ABG, IQ, NEW MEDS, NEURO, TRMTS, LABS, RT, PP VITALS, FOCUSED CARE, Admission Data Scre, NOTES MENU, ORDERS, IPS SCREEN, LAB SUMMARY, FETAL, WAVES, Print Chart, CQL, CheckUpdate, ChangePassword, Tree View Font, List View Font, Find Patient View Font, Small Icon, Large Icon, Set MinFontSize

Applications Bar

The Applications Bar, displayed at the left of the screen, is a fast way to navigate Essentris. Groups of Applications, which correspond to menus in the Menu Bar, are selected by clicking on their label in the Applications Bar. Application choices appear below the label of the selected group. To start an application choice, click its name in the Applications Bar.



Moving and Resizing the Applications Bar

At times, you might want the application display to fill the entire window and also be able to see the **Applications Bar**. For example, while you are working with the Vitals Flowsheet, you can switch back to Patient Control, or to another flowsheet, by clicking on the appropriate application name in the **Applications Bar**. Use the following steps to place the **Application Bar** on top of the application display.

Step by Step

1. On the **Applications Bar**, place the cursor anywhere on the outer edge of the **Application Bar** and hold down the left mouse button.
2. Drag the **Applications Bar** to the application display area and release the left mouse button.
3. To resize the **Applications Bar**, click and hold the left mouse button on the outer edge of the **Applications Bar** and drag the edge to change the window size.

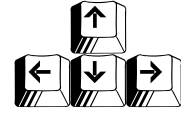
Additional Information

The **Applications Bar** becomes smaller when it is dragged and placed in the application display.

The two-headed arrow pointer appears when the mouse is positioned over a window edge.

The screenshot displays the 'Vitals Flowsheet' application window. The top menu bar includes File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, Help, and Flowsheet Actions. The patient information section shows 'NOBED Imported Patient' with details like Age 71, Sex F, and various medical history flags. The main display area is divided into several sections: VITALS PLOT (showing HR, BPS, BPD), VITAL SIGNS (HR, Cardiac Rhythm, Etc), PAIN EVALUATION, and CHEMO THERAPY. A central 'Applications Bar' is being dragged into the main display area. The bar contains a list of application categories: Admin, FlowSheets, VITALS, O2/ABG, I&O, MEDS, NEURO/PERIPH VASC, TREATMENTS, LAB ENTRY, RCP Treat, Notes, Orders, Summary Screens, Waveforms, Tools, Web Links, and Options. Two arrows point to the bar: one labeled 'Applications Bar' pointing to the bar itself, and another labeled 'Re-sizing Arrows' pointing to the two-headed arrow icon on the bar's edge.

Arrow keys can also be used to access drop-down menus from the keyboard. When the **Alt** key is pressed, pressing the left- or right-arrow key moves the highlighted selection to the previous or next menu title, respectively. Press the **Enter** key or down-arrow key to display the drop-down menu associated with the highlighted menu title. If a drop-down menu is already displayed on the menu bar, then pressing left- or right-arrow key highlights the next drop-down menu in that direction.



In an open drop-down menu, pressing the up- and down-arrow keys moves to the next menu item in that direction and wraps the highlight around at the top or bottom.

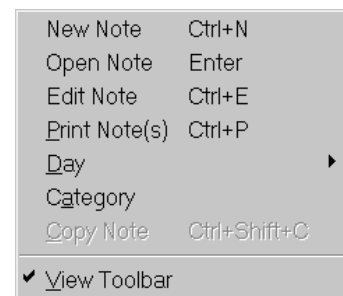
Menus that contain an underlined character in their names, such as **Edit**, **View**, **Addmin**, and others, can be accessed directly by pressing the **Alt** key and the underlined character key together, or by pressing the underlined character key after the **Alt** key is released. You can then use the mouse or the keyboard arrow keys to select a menu item or navigate to other menus and menu items.

To close a drop-down menu and deactivate the menu bar, press the **Alt** key. Pressing the **Esc** key also closes a drop-down menu. However, this leaves its menu title highlighted. Press **Esc** a second time to remove the highlight on the menu title, and deactivate the menu bar. Selecting a menu item within the menu also closes the menu.

Using Shortcut Keys

Shortcut keys are assigned to some commands in drop-down menus. Pressing a shortcut key combination has the same effect as choosing the command from the drop-down menu. The command associated with the shortcut key combination is invoked immediately, and the drop-down menu closes.

Available shortcut keys are listed next to the associated command in the drop-down menu. For example, in the **NotesAction** drop-down menu, **New Note** is invoked by pressing and holding the **Ctrl** key while typing **N**. Similarly, the **Copy Note** function is invoked by holding down **Ctrl** and **Shift** and typing **C**.



The Essentris applications shown in the Menu Bar are described in separate sections in the manual and are listed in the Table of Contents.

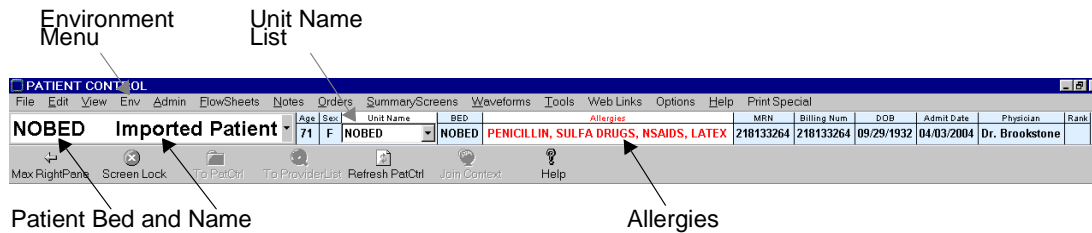
The following menus are described in "Utility Menus" on page 30:

- **File** menu
- **Edit** menu
- **View** menu
- **Help** menu
- **Print Special** menu

The **Env** (Environment) menu is described in "Env Menu" on page 32.

Patient Header Bar

Patient information is displayed in all application screen headers. The features of the patient header are shown below.



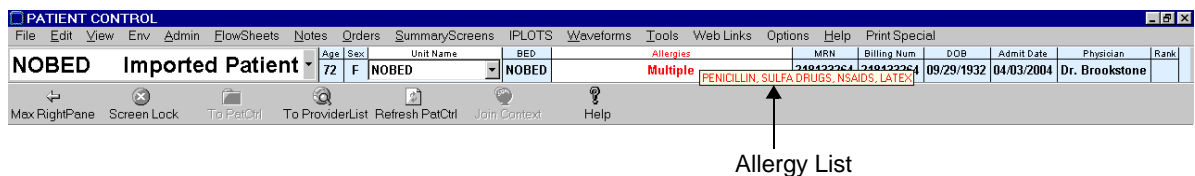
Display Choices

The display can be configured for each unit to show selected patient data. Contact CliniComp Client Services for configuration changes. The default display includes all choices:

- ☐ Patient Name
- ☐ Patient Age
- ☐ Patient Gender
- ☐ Unit
- ☐ Bed
- ☐ Patient Allergies
- ☐ MRN
- ☐ Billing Number
- ☐ Date of Birth
- ☐ Admit Date
- ☐ Physician
- ☐ Military Rank (military facilities only)

Allergies

If the Allergies box shows **Multiple**, this means that there are more allergy names to list than can fit in the box. Place the cursor over the word **Multiple** to see the complete list of allergies for the patient.



Standard Toolbar

The standard toolbar is displayed when Essentris is invoked. The icons displayed vary depending on the application, although there are several icons that remain constant with most components. The following list describes the most common icons found on the standard toolbar that remain in each application.



Max Right Pane

The **Max Right Pane** option extends the current application pane to fill the entire screen. Select the **Max Right Pane** icon to change to a single pane view. **Max Right Pane** can also be selected from the **View** menu.

Three Panes

The **Three Panes** option restores the multiple-pane view. You can toggle between a single workspace or pane, and multiple panes at any time. **Three Panes** can also be selected from the **View** menu.

Screen Lock

Use **Screen Lock** to prevent others from altering or accessing information when you are temporarily away from the workstation. Refer to "Screen Lock" on page 29 for a complete description.

To PatCtrl

Use the **To PatCtrl** icon to return to the **Patient Control** screen. **To PatCtrl** can also be selected from the **View** menu.

To ProviderList

A designated provider, such as a doctor, uses the **To ProviderList** icon to return to the provider patient list from another application. **To ProviderList** can also be selected from the **View** menu. The Provider List is described in "The Provider Patient List" on page 33.

Refresh PatCtrl

Even though most user actions cause a refresh, use this icon as needed to refresh the current screen. **Refresh PatCtrl** updates the display with changes entered elsewhere in the facility. **Refresh PatCtrl** can also be selected from the **View** menu.

Join Context

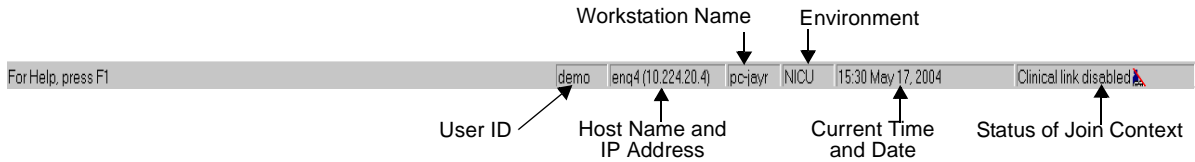
Join Context is a user authentication system that verifies valid users to all applications in a multi-system environment. Refer to "File Menu" on page 30 for a complete description.

Help

Essentris includes online Help that can be accessed by using the **F1** key, the **Help** menu in the **Menu Bar**, or by selecting the question mark button on select windows and dialog boxes.

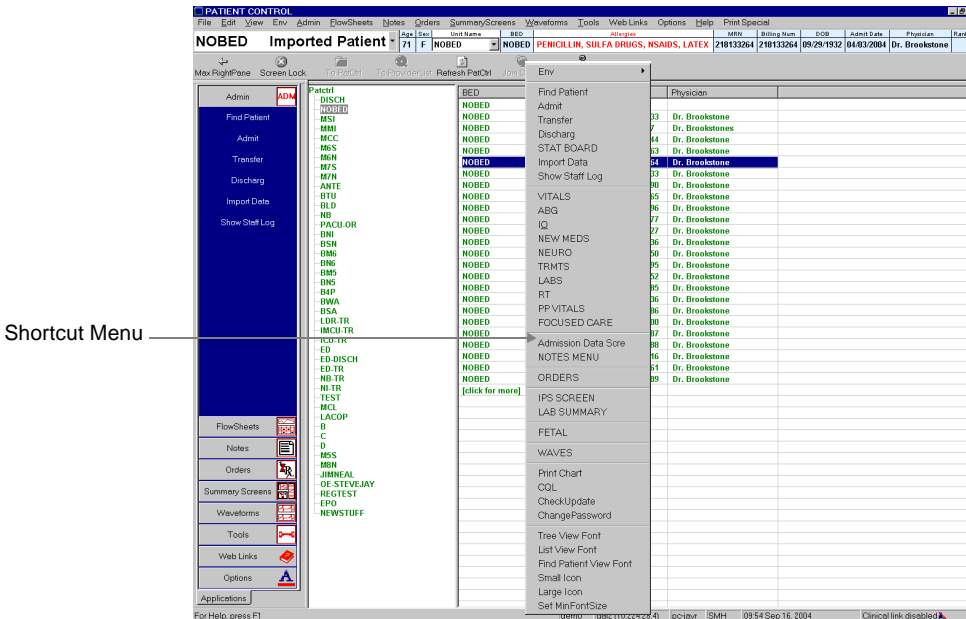
Status Bar

The **Status Bar** is an area at the bottom of the Essentris window that displays information about the current state of the display in the Essentris window, or other contextual information. Its contents are read-only.



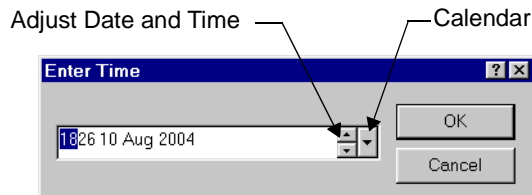
Using the Shortcut Menu

Shortcut menus are displayed in different applications such as Flowsheets, Summary Screens, and others. Depending on the active application, a shortcut menu contains either menu options for the active application, or all menu options for all applications in the Menu Bar. If a shortcut menu is available, it is displayed by right-clicking the mouse in the application display area. The following shortcut menu is accessible from the Patient Control display.



Date and Time Format

Date and Time fields in Essentris use a common format.



- The Tab key moves the focus to the next field. Shift+Tab moves the focus to the previous field.
- To select a date, click the calendar button to display the calendar.
- The keyboard left- and right-arrow keys are used to move the cursor within the Time and Date field.
- The Time and Date can be adjusted using the keyboard up- and down-arrow keys or by clicking the arrow buttons with the mouse.
- The + (plus) and - (minus) keyboard keys function the same as the up- and down-arrow keys.
- After the Date and Time are entered, press Tab to select the OK key. Press Enter to accept the displayed settings.
- Time windows can be configured to display only the time.
- Various other control buttons can be configured for different applications, such as Reset, Now, Admit Day, and Current Time.
- An upper time limit can be set to control time limits, such as Current Time.

Using The Mouse in Essentris

Essentris uses the primary and secondary mouse buttons. The primary button is the left button and the secondary button is the right button. This applies to both the two-button and three-button mouse.

- Left button (primary)
Terminology: “click,” “left-click”
Operation: opens all menus except shortcut menus, make all selections including menu choices.
- Right button (secondary)
Terminology: “right-click”
Operation: displays shortcut menus. See "Using the Shortcut Menu" on page 25.

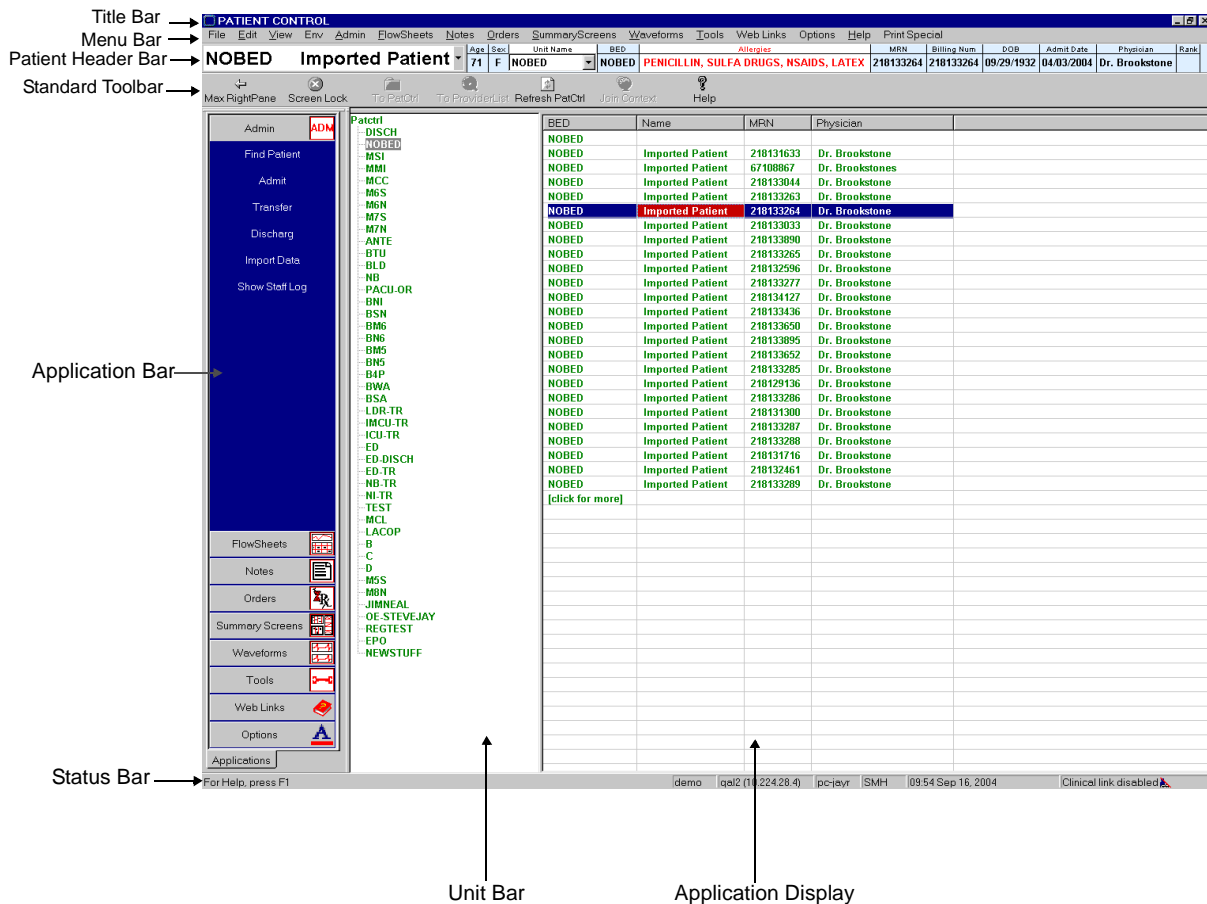
To access the drop-down menus on the Menu Bar using the mouse, point to the menu title and click. The menu title is highlighted and the associated drop-down menu appears. To use a menu option, move the pointer to the menu choice and click the mouse button.

Patient Control

2

The Patient Control screen is the first screen displayed upon launching Essentris. From the Patient Control screen you can manage patients efficiently and access other Essentris components such as Flowsheets and Notes.

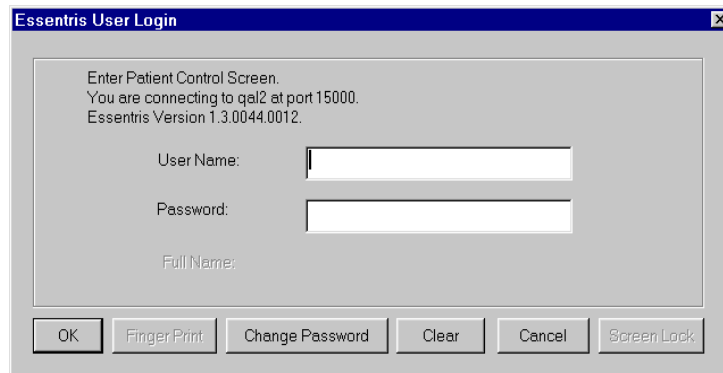
Multiple panes are displayed in the Patient Control interface to enable drag-and-drop functionality for various user actions.



Password Access to Essentris

Use the following steps to enter the Patient Control screen.

Step by Step	Additional Information
1. In the Essentris User Login window, enter your User Name and Password.	
2. Click the OK button to access Essentris.	The Essentris Patient Control screen appears.
Click the Clear button to clear the User Name and Password fields, or to retype the correct information.	The Clear button clears the fields in the user login window. You can also backspace to retype the correct information.
Click Cancel to exit the user login window.	The Cancel button aborts the login process into Essentris.
Use the Change Password button to change your password.	Refer to "Changing Your Password" on page 156.



Screen Lock

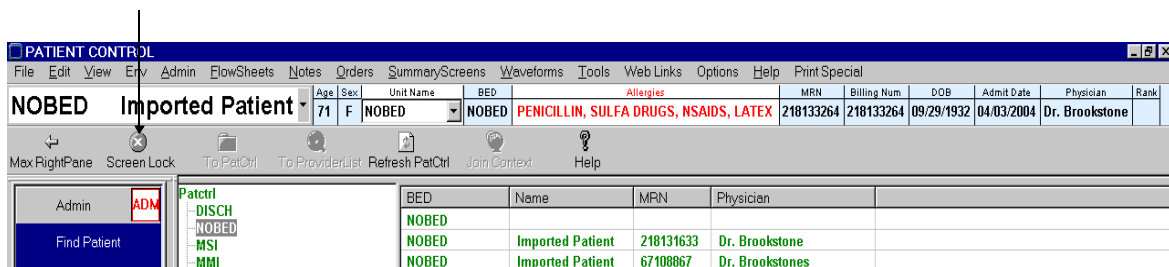
You can lock the screen at any time, freezing the application and prohibiting others from accessing or altering information.

Locking the Screen

To Lock the Screen, perform the following steps:

Step by Step	Additional Information
1. Store all unsaved information before locking the screen.	
2. Click the Screen Lock button from the Standard Toolbar.	The Patient Control screen turns black and is inaccessible until your password is entered.

Screen Lock Button



Unlocking the Screen

To Unlock the Screen, perform the following steps:

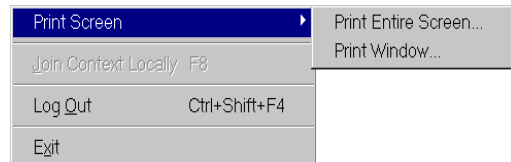
Step by Step	Additional Information
1. Click on the black screen.	The Validation Dialog window appears.
2. Enter your User Name and Password in the Validation Dialog window.	<p>The Patient Control screen reappears.</p> <p>Note: If unstored data is present and you are not the user who locked the screen, The following message appears:</p> <p><i>Another user left changes on (application name). Login and discard them? Y/N</i></p>

Utility Menus

The following menus are included in the Menu Bar on most Essentris screens. They contain utility functions that support the patient applications, such as printing options, changing the look of the application screen, logging out, and exiting Essentris.

File Menu

The **File** menu includes the following choices:



Print Screen

From **Print Screen**, choose **Print Entire Screen** to print the monitor's display. Choose **Print Window** to print the active window. Other print options are on the **Tools** menu and the **Print Special** menu.

Join Context Locally F8

Join Context Locally is a user authentication system that verifies valid users to all applications in a multi-system environment. After the initial login, users can move about the system without having to login to each password protected environment within the system.

If this option is active on your system, follow instructions from your System Administrator. This feature is also started using the **F8** key or the **Join Context** icon. The status of the feature is shown in the Status Bar at the bottom of the **Patient Control** screen and most other Essentris screens.

Log Out Ctrl+Shift+F4

Use **Log Out** to close your Essentris session, but leave Essentris active. The Essentris screen changes to a black screen with the CCI logo. To log in, press any key to display the **Essentris User Login** screen. Enter your username and password and press Enter. The Essentris **Patient Control** screen appears.

Exit

Use **Exit** to shut down Essentris on the desktop. Use the launcher to restart Essentris.

Edit Menu

The **Edit** menu includes the following choices:



Copy Right Pane Ctrl+C

Use **Copy Right Pane** to copy and paste the display information to a separate document such as MS Word.

Copy Right Pane (bmp)

Use **Copy Right Pane (bmp)** to copy and paste the display information, in bmp graphic format, to a separate document such as MS Word.

Paste Ctrl+V

Use **Paste** to insert display information into a separate document such as MS Word.

View Menu

Use the **View** menu to change the user's view of data in the window. The **View** menu includes commands that affect the view and not the data itself. Check marks in the menu identify active choices.



Max Right Pane

The **Max Right Pane** option extends the current application pane to fill the entire screen. Select **Max Right Pane** to change to a single pane view. **Max Right Pane** toggles with **Three Panes**. **Max Right Pane** can also be selected from the toolbar.

Three Panes

The **Three Panes** option restores the multiple-pane view. You can toggle between a single workspace or pane, and multiple panes at any time. **Three Panes** toggles with **Max Right Pane**. **Three Panes** can also be selected from the toolbar.

To PatCtrl

Use **To PatCtrl** to return to the **Patient Control** screen. The **To PatCtrl** icon can also be selected from the toolbar.

To ProviderList

A designated provider, such as a doctor, uses the **To ProviderList** menu item to return to the provider patient list from another application. The **To ProviderList** icon can also be selected from the toolbar. The Provider List is described on page 33.

Refresh PatCtrl

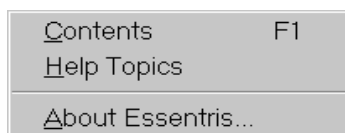
Even though most user actions cause a refresh, use this menu item as needed to refresh the current screen. **Refresh PatCtrl** can also be selected from the toolbar. The Refresh function updates all active Essentris displays.

Help Menu

Use the **Help** menu to view the Essentris online Help files, or the About Essentris information.

Contents F1

Select **Contents** or press **F1** to open the **HTML Help** window. The left pane lists the table of contents for the help files. The right pane shows the title page of the help file.



Help Topics

Select **Help Topics** to open the **HTML Help** window. The left pane shows the index for the help files. The right pane shows the title page of the help file.

The **HTML Help** window has tabs to select **Contents**, **Index**, or **Search**.

About Essentris

Select **About Essentris** to view host names; system file names; network connection data; Essentris version, build number, and build date; and load balancing data. Refer to "Essentris Version Number" on page xiv for additional details.

Print Special Menu

The menu is used only in the **Patient Control** window to print the **Application Display**. It contains standard Microsoft Windows print features.



Print Ctrl+P

Select **Print**, or hold down the **Ctrl** key and type **P**, to open the **Print** window. Click the **OK** button to print the **Application Display**. Use the **Properties** button to make necessary changes in the print options.

Print Preview

Use **Print Preview** to display the **Application Display** as it appears on a printed document.

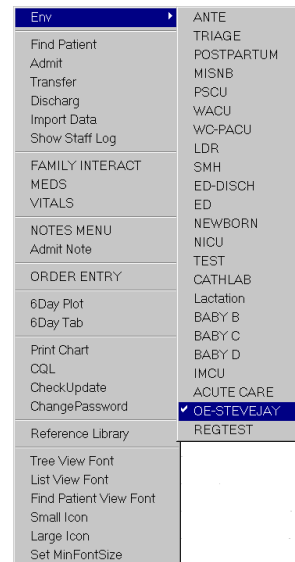
Print Setup

Use **Print Setup** to open the **Print Setup** window and change print options before printing the **Application Display**.

Env Menu

Use the **Env** menu to select the type of environment for a Unit. Each environment is configured for a specific type of Unit, and more than one Unit can use the same environment. The **Env** menu is selected from the Menu Bar or the Shortcut Menu.

Shortcut Menu



The Provider Patient List

The Provider List is a virtual unit that contains a list of patients for a doctor or other service provider. The unit name is labelled by default with the provider's log-on ID. It is displayed at the top of the Unit tree when the provider logs on to Essentris. Contact CliniComp Client Services to rename the Unit.

The screenshot displays the 'PATIENT CONTROL' application window. The top menu bar includes File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, IPLOTS, Waveforms, Tools, Web Links, Options, Help, and Print Special. Below the menu is a toolbar with icons for Max RightPane, Screen Lock, To PatCtrl, To PatCtrl, Refresh PatCtrl, Join Context, and Help. The main interface is divided into three panes. The left pane, titled 'Admin' with an 'ADM' icon, contains a list of administrative actions: Find Patient, Admit, Transfer, Discharge, Import Data, and Show Staff Log. The middle pane, titled 'PatCtrl', shows a list of units under the 'demo user patients' header. The right pane displays a table of patient records with columns: BED, Name, MRN, Physician, and Admit Date. The table contains several rows of patient data, including 'CIS qaq', 'dash delta', 'dash high', 'Imported Patient', 'LG DATA NICU BABY I', 'New ReadWaves v44', 'Sally Larson (CCOW)', and 'smh 10_13 imported'. The status bar at the bottom shows 'Return to patient control', 'demo', 'qel2 (10.224.28.4)', 'pc-jayr', 'SMH', '17:18 Nov 02, 2004', and 'Clinical link disabled'.

BED	Name	MRN	Physician	Admit Date
REG-5	CIS qaq	00092004		
DISCH				
NEW-1	dash delta	9012		
NEW-2	dash high	5678		
NICU-36	Imported Patient	218147259	Dr. Brookstone	
NICU-37	Imported Patient	218144772	Dr. Brookstone	
ED-DISCH	Imported Patient	575943244	Dr. Brookstone	
NICU-34	LG DATA NICU BABY I	218146433	Dr. Brookstone	
551	New ReadWaves v44	102102		
300.15	Sally Larson (CCOW)	456666	Dr. Brookstone	
TEST-23	smh 10_13 imported	218136580	Dr. Brookstone	
OE-TR12	xxxMary Steve	22-33-55-44		

The Provider List includes the following features:

- The virtual unit can be viewed anywhere in the hospital.
- Each patient record in the Provider List retains the configurations from the patient's unit.
- The provider adds or removes patients from his or her own Provider List.
- After a patient is added, the Provider List is displayed.
- Multiple patients can be added at one time. If any of the patients cannot be added, such as an archived patient record, the following error message is displayed:
x patient(s) cannot be added to provider list
 (x is the number of patient records that could *not* be added.)
- Patients can be added using the **Find Patient** dialog box.

Patient Control

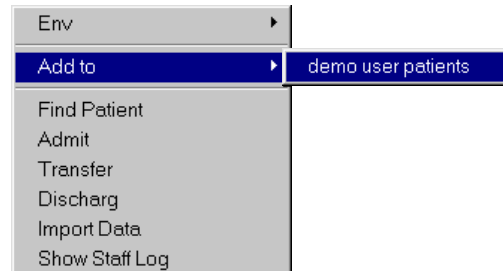
- The attending physician's patients are automatically added to the Provider List.
- The Provider List displays only active patients. This includes Discharged patients until they are archived.
- A new icon in the application screens, labelled **ToProviderList**, returns to the Provider List instead of the Patient Control screen.
- This feature uses an Include file to display patients who can be included in the Provider List. There is also an Exclude file to list patients for exclusion from the Provider List. See **Using the Include and Exclude Files** below.
- Multiple stays are also listed with the current stay.
- When the Provider List is populated, it is the default unit. If the Provider List is empty, the default unit for the terminal is used on Essentris startup. If the logged-in user changes, and the new user does *not* have a Provider List, the Nobed unit is displayed and *no* patient is selected.
- A password is required to add a new patient to the Provider List.
- A Provider List is created automatically for a new provider.

Contact CliniComp Client Services to configure this feature.

Using the Include and Exclude Files

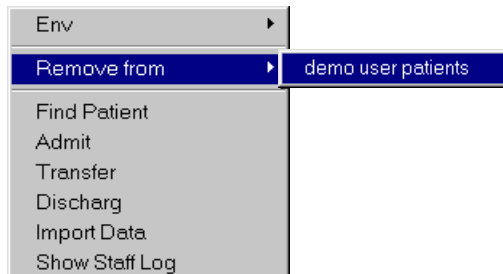
Adding Patients

All patients are assigned to the Include file for the provider that is specified in the admittance process. These patients are automatically displayed in the Provider List. Patients assigned to other providers can be added to the Include file by opening the patient's Unit, selecting the patient, and right-mouse click to open the shortcut menu. Select **Add to** → *provider-id* **patients**. The patient is added to the provider's Provider List and the Include file.



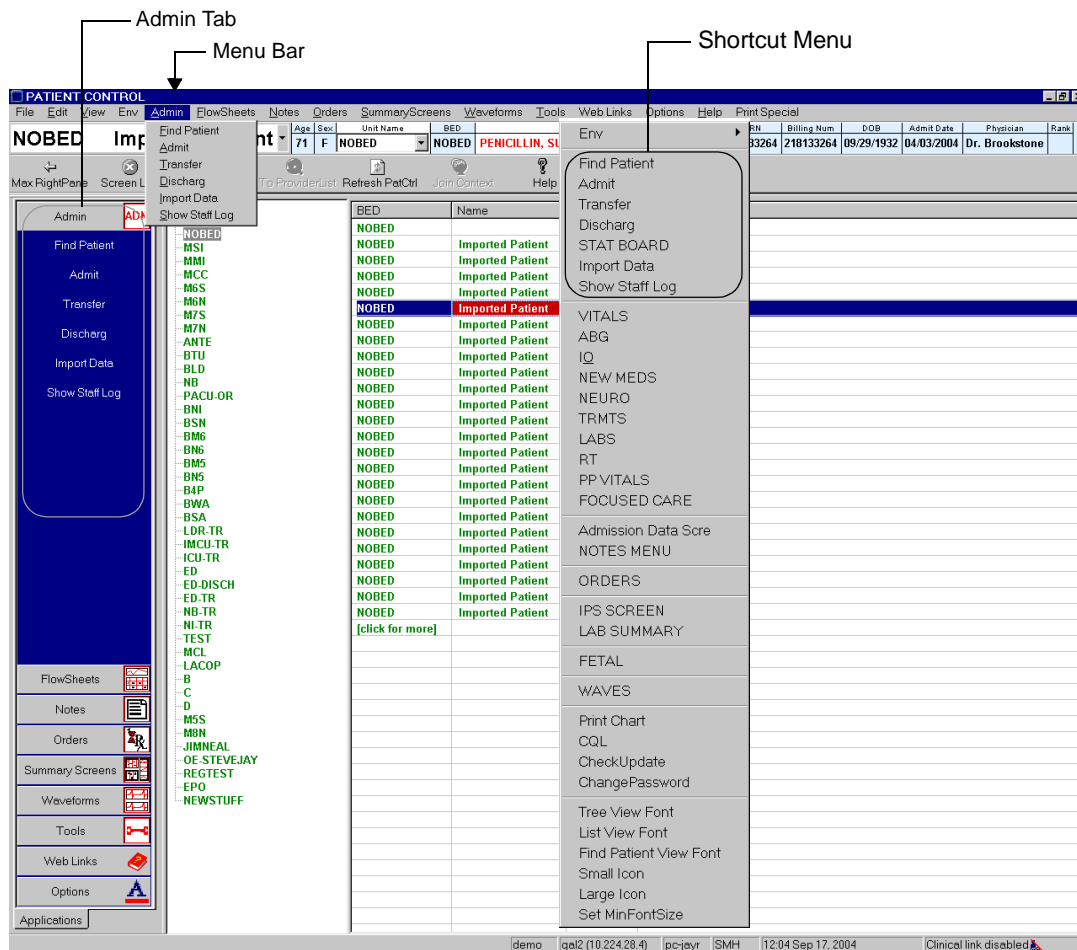
Removing Patients

To remove a patient from the patient list, select the patient in the Provider List and right-mouse click to open the shortcut menu. Select **Remove from** → *provider-id* **patients**. The patient is removed from the Provider List and the Include file. The patient is added to the Exclude file.



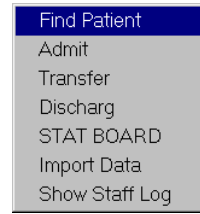
Admin Menu

The **Admin** menu contains several patient administrative functions. These functions are accessed from the Applications Bar, the Menu Bar, or the Shortcut Menu.



Finding a Patient

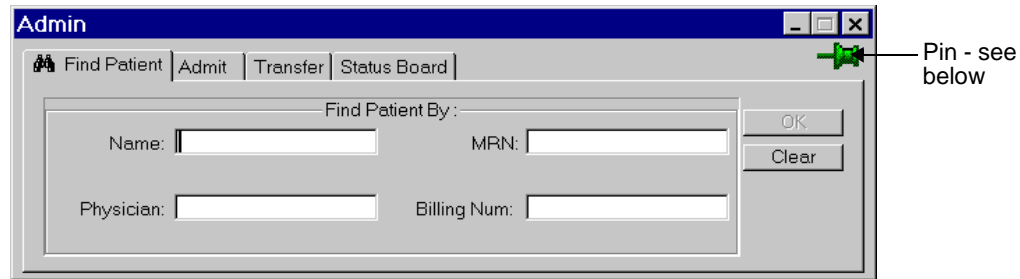
Use **Find Patient** to locate patients based on the patient's name, the physician's name, the patient's Medical Record Number (MRN), or the billing number associated with the patient. To find a patient, perform the following steps:



Step by Step

Additional Information

1. Select the **Find Patient** option from any of the **Admin** menus. The **Admin** pop-up window opens with the **Find Patient** tab selected.



2. Enter the necessary information in the **Admin** pop-up window text fields. The search feature in Find Patient is not case-sensitive. It retrieves all names that include the entry in the **Name** field.
3. Click the **OK** button in the **Admin** window. The patient information appears on the Application Display.
4. Click the **Clear** button to clear the text fields. Use the **Clear** button to clear the text fields for a new search.

When the patient is found, you can then display the patient's unit and environment by double-clicking the patient in the Application Display.

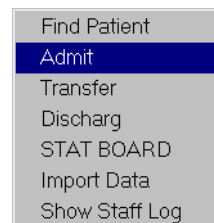
Pin - Click the Pin to keep the **Admin** pop-up window on top of all other application windows. Click the Pin again to remove the on-top mode.

Note: When using Find Patient to transfer a patient by right clicking, and the patient is an archived record, the following error message is displayed:

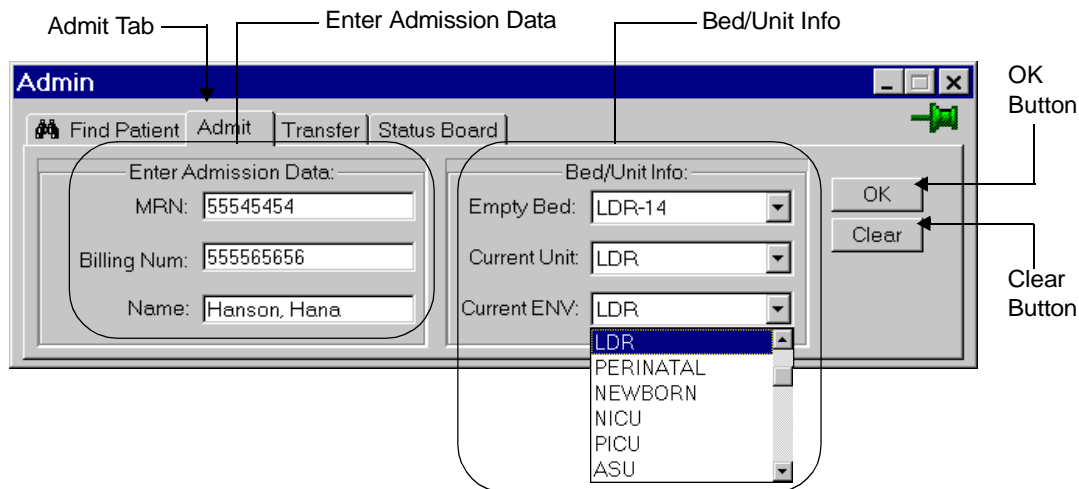
Warning: The selected patient [patient-name] is not allowed to transfer

Admitting a Patient

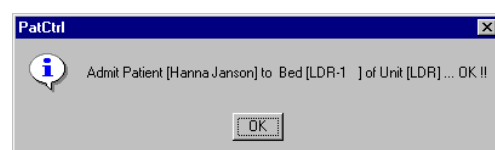
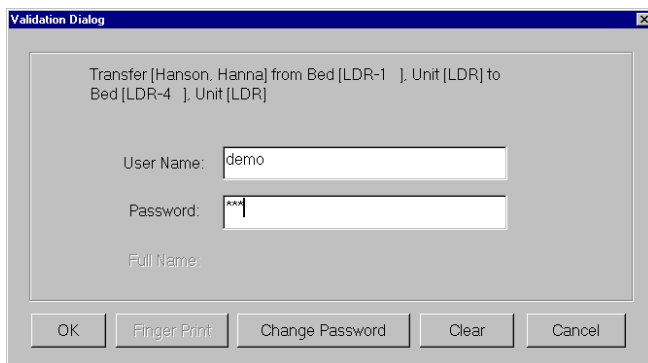
New patients can be admitted in Essentris by using the **Admit** option from any of the **Admin** menus. To Admit a Patient, perform the following steps:



Step by Step	Additional Information
1. Enter the required information in the Bed/Unit Info fields.	The choicelist for the Empty Bed text field is automatically populated by the selected Unit and Environment. To change the Bed/Unit Info , use the arrows on the choicelist. It is not possible to admit a patient to an occupied bed.
2. Enter the required information in the Enter Admission Data fields.	



Step by Step	Additional Information
3. Click the OK button on the Admin window.	If you have entered valid information in the admission fields, the Validation Dialog window appears.
4. Enter your User Name and Password and click OK .	The patient admission data appears in the selected unit.
5. Click OK to complete the admission.	The PatCtrl acknowledgment box appears.



Note: When a patient is admitted manually, the patient Medical Record Number (MRN) and Billing Number have a maximum of 16 characters, and the patient name has a maximum of 26 characters. These requirements do not change patient information in the ADT record.

Patients with Previous Stays

A Previous-Stay patient is a current patient with a history of previous admissions to the hospital or clinical unit. Previous stays can be viewed by clicking on the ‘+’ icon next to the patient’s name. The current patient information is always displayed. Previous stay information might be read-only, depending on the clinical environment of the patient. To view patients with previous stays, perform the following steps:

Step by Step

1. Click on the “+” sign next to a patient’s name in the **Application Display** to view the previous stays for the patient.
2. Click on the patient’s “-” sign in the **Application Display** to close the previous stays.

Additional Information

The patient’s previous stays appear in the **Application Display**. The “+” sign changes to a “-” sign.

Patient with
Previous Stays

The screenshot displays the PATIENT CONTROL application window. The title bar reads "PATIENT CONTROL". The menu bar includes: File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, Help, Print Special.

The main window is titled "REG-4 Curr Stay Pt 1". It features a left-hand navigation pane with a tree view of patient stays. The tree view includes a "PatCtrl" folder with sub-items: DISCH, NOBED, MSI, MMI, MCC, M6S, M6N, M7S, M7N, ANTE, BTU, BLD, NB, PACU-OR, BNI, BSN, BM6, BM6, BM5, BN5, B4P, BWA, BSA, LDR-TR, IMCU-TR, ICU-TR, ED, ED-DISCH, ED-TR, NB-TR, NI-TR, TEST, MCL, LACOP, B, C, D, M5S, M6N, JIMNEAL, OE-STEVEJAY, REGTEST, EPO, and NEWSTUFF. The "REG-4" folder is selected, and a "+" icon is visible next to it.

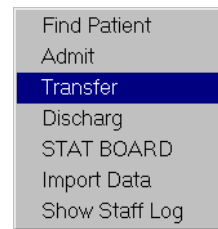
The main display area shows a table of patient stays. The table has columns: BED, Name, MRN, and Physician. The current stay is highlighted in red. Below the current stay, a section titled "PreStay 1: Curr Stay Pt 1" lists previous stays.

BED	Name	MRN	Physician
REG-1	DEMO	858585	
REG-2	note_test	33653	
REG-3	GDR Test	qdr123	
REG-4	Curr Stay Pt 1	1428	
PreStay 1: Curr Stay Pt 1			
	Billing Num: 1234	Env: REGTEST	Admit Time: 0911 22 Jun 2004
REG-5	CIS qaq	08092004	
REG-6	New Patient	1818	
REG-7	Imported Patient	218141985	Dr. Brookstone
REG-8	UCLA SZ1897	210210	
REG-9	Clinicompinternatio	1899	
REG-10	New Notes III	1644	
REG-11	Pending Order	1417	
REG-12	Test Notes Edit	8383832	
REG-13			
REG-14			
REG-15			
REG-16			
REG-17	123456789 123456789 12345	18-18-16-18	
REG-18			
REG-19			
REG-20			
REG-21			
REG-22			
REG-23			
REG-24			
REG-25			
[click for more]			

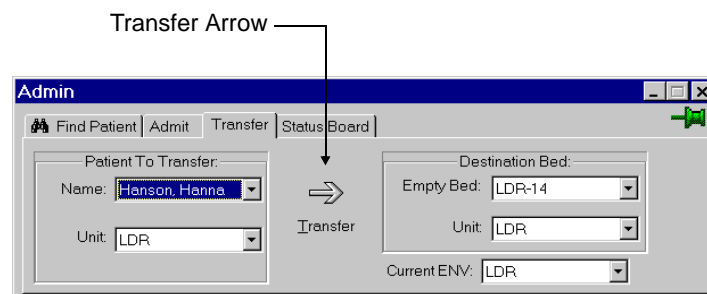
The status bar at the bottom of the window displays: For Help, press F1 | demo | qal2 (10.224.28.4) | pc-jayr | REGTEST | 15:40 Sep 17, 2004 | Clinical link disabled.

Transferring a Patient

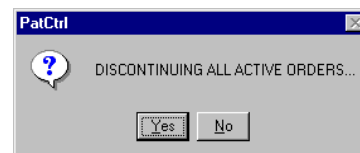
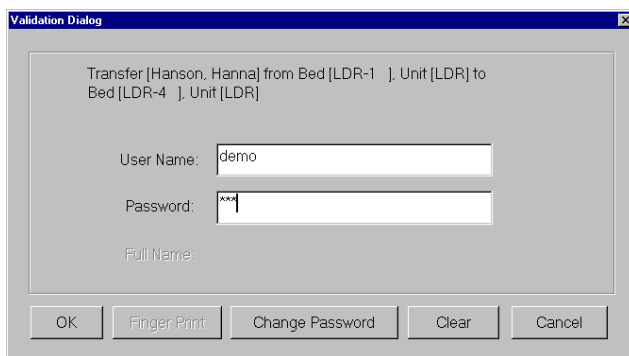
In Essentris, it is possible to transfer patients from one bed to another within the same unit or between units. To transfer a patient, select **Transfer** from any of the **Admin** menus and perform the following steps:



Step by Step	Additional Information
1. In the Application Display , click on the patient to be moved.	
2. Select the Transfer option from any of the Admin menus.	The Admin window appears with the Transfer tab selected. Complete the fields as described in Steps 3 and 4.
3. Enter the patient information in the Transfer window text fields.	The choicelist for the Patient to Transfer and Destination Bed text fields are populated by the selected Unit and Environment. To change the Name or Unit fields under Patient to Transfer or Destination Bed , use the arrow button on the choicelists.
4. Click the Transfer Arrow to transfer the patient to the selected unit and bed or environment.	<p>You cannot transfer a patient to an occupied bed. You can transfer a patient to an inaccessible unit. Inaccessible units are included on the Unit choicelist.</p> <p>The Validation Dialog window appears prompting you to enter your User Name and Password.</p>

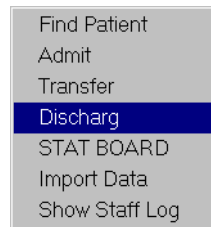


Step by Step	Additional Information
5. Enter your User Name and Password in the Validation Dialog window.	The patient appears in the specified unit.
6. The PatCtrl dialog box appears (this is an optional configuration for each Unit).	Select Yes to discontinue all active orders. Select No to proceed without discontinuing all active orders.
	The patient is transferred.

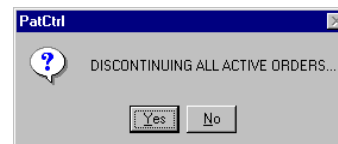
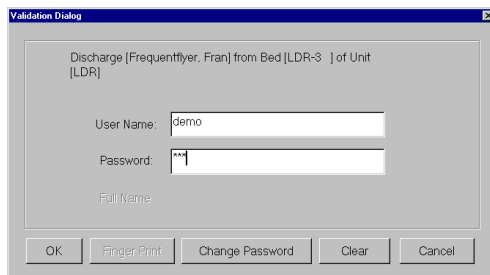


Discharging a Patient

To discharge a patient, perform the following steps:

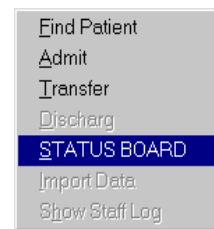


Step by Step	Additional Information
<p>1. Click on the patient to drag the patient from the Application Display to the Discharge option in the Admin tab.</p>	<p>The Validation Dialog window appears prompting you to enter your User Name and Password.</p>
<p>Optionally, select the Discharge option from any of the Admin menus.</p>	
<p>2. A PatCtrl dialog box appears (this is an optional configuration for each Unit).</p>	<p>Select Yes to discontinue all active orders. Select No to proceed without discontinuing all active orders.</p> <p>The patient is discharged.</p>



Using the Status Board

The **Status Board** application retrieves patient information and displays it in a summary chart. The columns of the chart can be configured to display various types of patient information. Also, the columns can be configured to sort the display by any column or columns and in ascending or descending order. Also, color-coded alert flags can be set for any patient. Refer to "Using Color Coded Flags" on page 47. The **Status Board** can determine the physical location and status of a patient from any Essentris PC within the health care facility. Patient information is dynamically updated.



Some columns of the **Status Board** are editable but most, typically, are not. Columns can contain text or numerical information. Some columns display calculated items.

The screen title, **Status Board**, can be configured for each Unit. The screen title is displayed in the menus. To access a Unit **Status Board**, perform the following steps:

Step by Step

Additional Information

1. In the **Patient Control** window, display the Unit to be shown in the **Status Board**.
2. Select the **Status Board** option from the **Admin** tab in the Application Bar, the Menu Bar, or right mouse click on the application display and select the **Status Board** option from the Shortcut Menu.

The **Status Board** window appears for the Unit displayed in the **Patient Control** window.

[illegible]

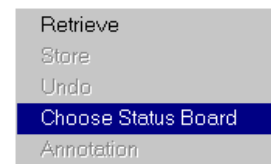
Filtering Information for the Patient Status Board

The **Status Board** application can retrieve patient data according to certain user-defined criteria, or filters. The filtering options narrow the search for information on a patient or a group of patients. You can filter patient information by Physician Name, Unit, or by a selected group of patients.

Selecting Patients by Physician Name

The system can retrieve all patients under the care of a specific physician and display the results in the **Status Board**. To select Patients by Physician Name, perform the following steps:

Step by Step	Additional Information
1. Place the cursor in the display area of the Status Board and press the right mouse button.	A pop-up menu appears.
2. Select Choose Status Board .	The Admin window appears with the Status Board tab selected.
3. Enter the physician's name in the Physician: text box.	The filter selects all physician's names that include the name entered in the Physician name box.
4. Click the Display button.	Information for the patients under the care of the specified physician is displayed in the Status Board.

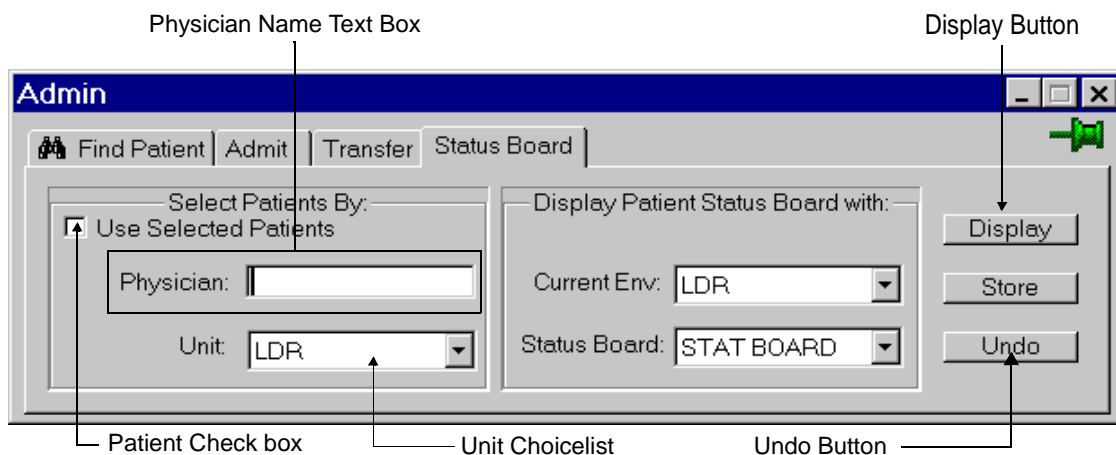


Options:

Use the **Undo** button to clear the text fields.

You can choose to enter new information in the text fields.

Click the **Pin** icon to keep the **Admin** window on top of the other windows.



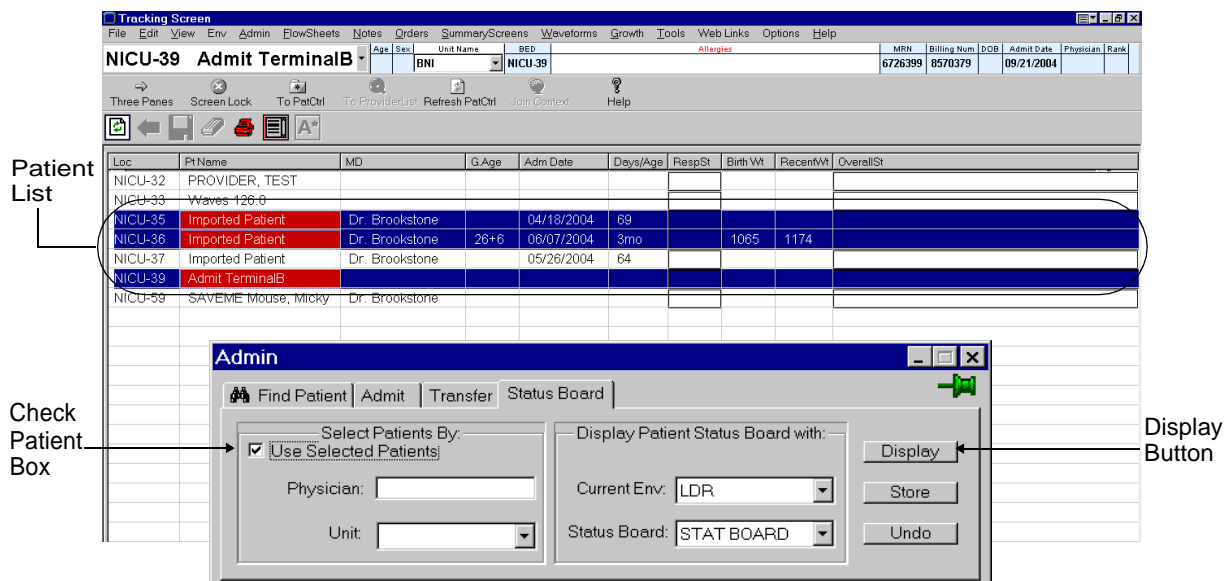
Selecting Patients by Unit

The system can retrieve all patients in a specified unit and display the results in the **Status Board**. The procedure for selecting patients by Unit is identical to selecting patients by Physician Name, except in Step 3: Choose the Unit using the Unit Choicelist in the **Admin** window.

Selecting Patients from a Patient List

To select patients from a patient list, perform the following steps:

Step by Step	Additional Information
1. Select patients from a displayed patient list.	The group of patients can be selected from any displayed patient list, including a Status Board after filtering by Physician name or Unit.
2. Hold down the Ctrl key and right-click the mouse.	To select more than one patient, hold down the Ctrl key while using the mouse to select the patients.
3. Select Choose Status Board .	The pop-up menu appears.
4. Check the Use Selected Patients box in the Admin window.	The Admin window appears.
5. Click the Display button.	The Status Board displays the selected list of patients.



Sorting Patient Information by Field

After creating a patient list by using one of the previously described filtering methods, you can sort the patient data by clicking on the column heading of the data to be sorted. For example, by clicking on the Age column heading, age information for a group of patients can be displayed in ascending or descending order.

Columns containing text sort alphabetically. Columns containing numerical data sort numerically. Columns containing date and time information sort chronologically.

Displaying Order Counts

The Status Board can be configured to display the number of orders and order status in a Unit by patient.

Tracking Screen								
Bed Number	Name	Pending Orders	Pend Stat	No Ver	Ver Stat	No Sign	Sign Stat	Staff/PNC
MARY-1	KMC Dup Test	0	0	0	0	0	0	
MARY-1	Pending	1	0	0	0	0	0	
MARY-2	Test Note II	0	0	0	0	0	0	
MARY-3	SZ727 Test	1	0	0	0	0	0	
MARY-4	Test 41	0	0	0	0	0	0	
MARY-5	New DC	1	0	0	0	0	0	
MARY-6	Dr. Notes Test	0	0	0	0	0	0	
MARY-7	Mary 42 Test	0	0	0	0	0	0	
MARY-8	saf	0	0	0	0	0	0	
MARY-9	Test	0	0	0	0	0	0	
MARY-10	gdrADT	0	0	0	0	0	0	

The following list defines the status columns.

- **Pend Stat** - orders without Sign, without Verify, and with a Stat frequency
- **No Ver** - orders without Verify
- **Ver Stat** - orders without Verify with a Stat frequency
- **No Sign** - orders without Sign
- **Sign Stat** - orders without Sign with a Stat frequency

Entering Information in the Patient Status Board

Various types of patient information can be configured to be displayed in the **Status Board** screen. Each screen column can be set up to be editable or read-only. Editable columns can be configured further to accept only certain types of input. For example, a column displaying the patient's heart rate can be set up to accept only numerical values. Also, the **Status Board** columns can be resized by selecting and dragging one side of a column header to a new size. To enter information in the **Status Board** screen, perform the following steps:

Step by Step

1. Select a cell in the **Status Board** to enter information by clicking it and pressing **Enter**, or by double-clicking it.
2. Edit the information in the selected field.
3. Open the **Admin** window and click the **Store** button.
4. Click **Yes** in the **Patient Status Board** dialog box.
5. Enter your **User Name** and **Password** in the **Validation Dialog** window.

Additional Information

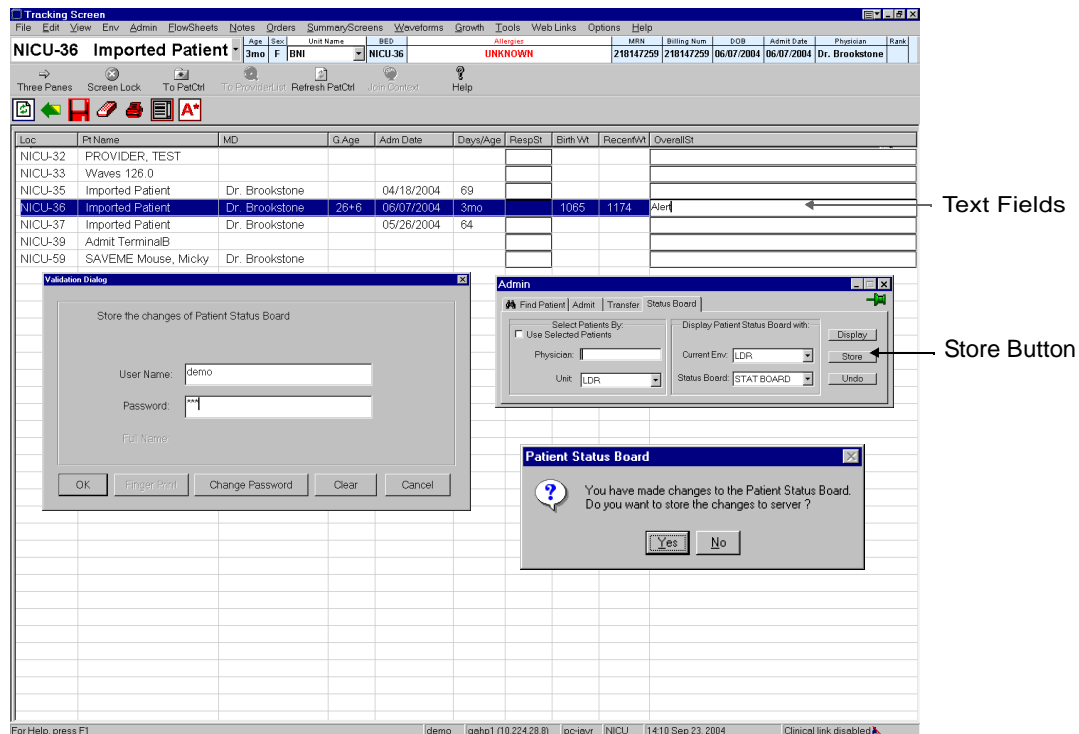
The background color of the cell changes when you enter an editable field, and the text cursor is active in the cell.

You can enter information into more than one text field before you Store.

The **Patient Status Board** dialog box appears.

The **Validation Dialog** window appears.

Information entered into the **Status Board** is updated on all terminals.



Patient Status Board Automatic Refresh

The server periodically refreshes the information in the Patient Status Board to ensure that the most current data is displayed.

Using Color Coded Flags

Various data-cell types can be configured to use background color coding to display the status of selected patient data. These data cells display the specified color only when the data in the cell is within the specified range. The data-cell types are Elapsed Time, Numeric Range, Text Matching, and Time Range.

Elapsed Time

The Elapsed Time data cell displays hours of elapsed time. Up to six hour-ranges can be color coded for an Elapsed Time data cell. For example:

<u>Beginning and Ending Elapsed Time</u>	<u>Background Color</u>
2 to 3	Yellow
3 to 4	Orange
4 and greater	Red

Numeric Range

Any numeric field can be configured as a Numeric Range field to display color-coded flags.

Note: Elapsed Time data cells cannot be used as Numeric Range fields.

Up to six ranges can be color coded for a Numeric Range field. Example ranges:

- When the data in the field named *Priority* is in the range of **1** to **1**, the background color is red.
- When the data in the field named *Systolic Blood Pressure* is in the range of **0** to **80**, the background color is orange.
- When the data in the field named *Systolic Blood Pressure* is in the range of **150** or greater, the background color is red.

Text Matching

Any text field can be configured as a Text Matching field to display color-coded flags by matching a text pattern.

Note: Elapsed Time data cells cannot be used as Text Matching fields.

Text matching does not require an upper- or lower-case character match. Therefore, “A” and “a” are a match. A pattern can be an exact match of the entire text or a starts-with match of the first character or characters of the text. Up to six patterns can be color coded for a Text Matching field. Example patterns:

- When the data in the *NurseOrder* field contains the exact match **Orders**, the background color is red.

Patient Control

- When the data in the *NurseOrder* field contains the starts-with character **P**, the background color is yellow.
- When the data in the *NurseOrder* field contains the starts-with characters **compl**, the background color is green.

Time Range

A Time Range field can be configured for any database-item text or numeric field.

Note: This applies only to data stored in the patient record and excludes computed data such as elapsed time or formulas.

The background color is determined by the specified range of time. For example:

- If the *NurseOrder* field has not been modified in the patient record for more than **1** hour and **12** minutes, the background color is red.

Import Data

Data can be imported from one patient record to another in Essentris. The data available for importation is configured by environment. The imported data can be a subset of the available data. Use the Import Data feature for tasks such as to transfer information from mothers to babies, and from previous stays to the current stay.



Your user ID must have Import permission to use the Import Data feature.

Importing Patient Data

Use the following steps to import data from one patient to another:

Step by Step	Additional Information
1. Select the patient that is to receive the imported data.	
2. Select Import Data from the Application Bar, the Admin drop-down menu, or the shortcut menu.	The Import Data window appears. The selected receiving patient is shown in the bottom half of the window.
3. In the Import Data window, select the unit of the source patient from the From Unit choice list	Patients in the selected unit are shown in the display area below the unit choice list.

Import Data

From Unit: LDR

Bed	PatName	MRN
LDR-1	FETAL, One	123123
LDR-2	PREGNANT, Lady	574379348
LDR-3	TEST, Polly	8877665
LDR-5	BARBIE, Dahl	9883884776
LDR-7	Smith, Condeliza	77497923
LDR-11	ANTEPARTUM, Sally	548937534

To :

Unit: NICU Env: NICU

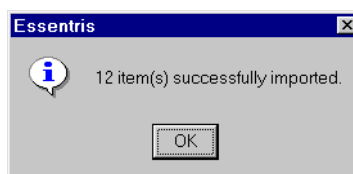
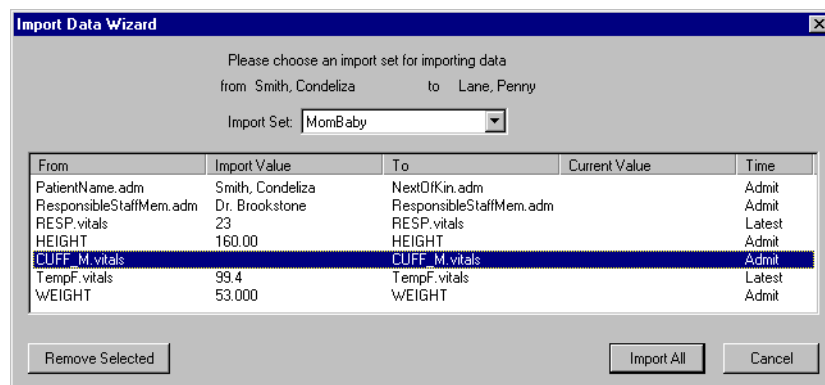
Patient: Lane, Penny

Bed: NICU-7 MRN: 23341212

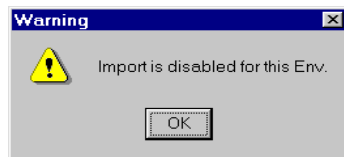
Import Cancel

Step by Step
Additional Information

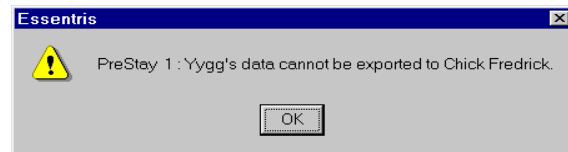
- | | |
|---|--|
| <p>4. Select the source patient name and click the Import button.</p> <p>5. Enter your User Name and Password and click OK.</p> <p>6. From the Import Data Wizard window, select an Import Set from the choicelist.</p> <p>7. Use the Remove Selected button to choose which items <i>not</i> to import.</p> <p>8. When the correct items are displayed, click the Import All button.</p> <p>9. Click the OK button on the Esentris pop-up message.</p> | <p>The Validation Dialog box appears.</p> <p>The Import Data Wizard window appears.</p> <p>The Import Set contains a pre-configured set of database items to be copied to the destination patient's records, and the database items that receive the pasted information. Included is a time stamp: either Admit time or Latest update. Information stored in the destination patient record prior to the import is overwritten.</p> <p>Hold down the Ctrl key to select multiple items, or the Shift key to select a series of items.</p> <p>The items are copied from the source patient record to the destination patient record. The Esentris pop-up message appears.</p> <p>The OK button acknowledges the successful import operation.</p> |
|---|--|
-



There are two configuration errors that can occur if the **Import Data** configuration file does *not* support the designated operations:



The unit in which the destination patient record resides is *not* configured to receive imported data.



The unit in which the destination patient record resides is *not* configured to receive data from the unit in which the source patient record resides.

To avoid these errors where a unit has Import Data disabled, change the *environment* to one that has Import Data enabled. The receiving unit must still be displayed in the Patient Control screen.

Show Staff Log

Use the Staff Log to view Essentris activity for a selected patient.



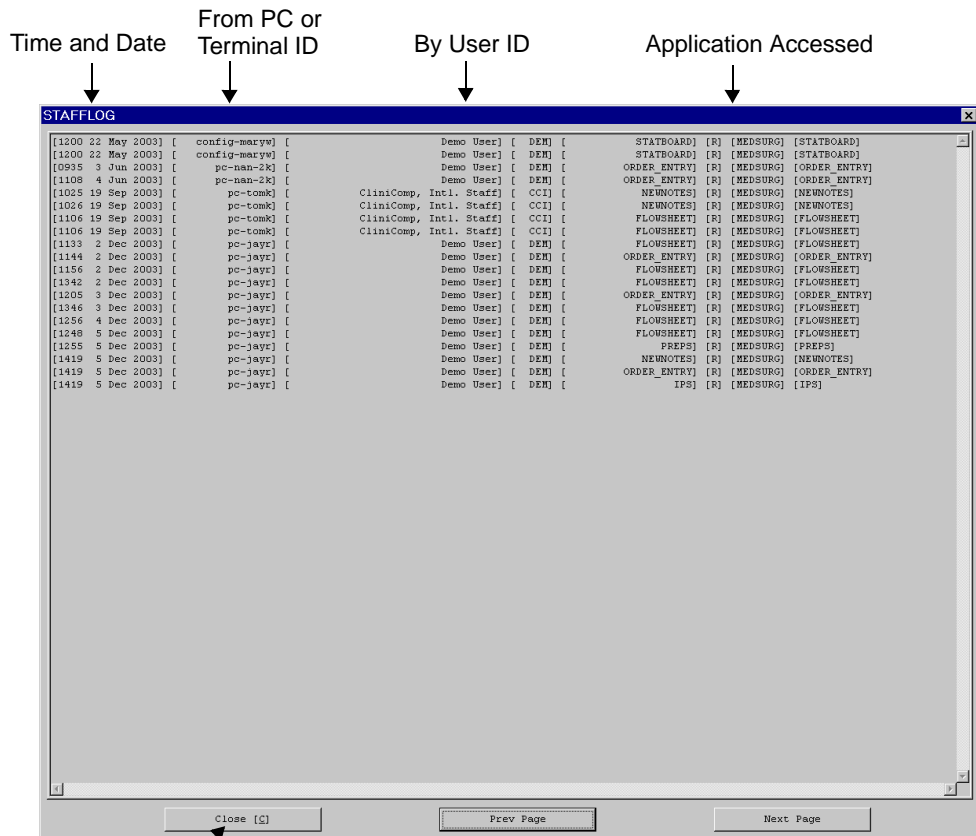
The Staff Log is accessible only to users with Audit-trail permission.

Use the following steps to display the Staff Log:

Step by Step

Additional Information

1. Select a patient.
2. Select **Admin** from the Menu Bar or the Application Bar and click on the **Show Staff Log** option, or select the **Show Staff Log** option from the Shortcut Menu.
The Validation Dialog window appears.
3. Enter your **User Name** and **Password** and click **OK**.
The StaffLog window appears.
Note: To close the Staff Log window, click the **Close (C)** button at the bottom of the window.



Close Button

Flowsheet Basics

3

This section describes general features that are available in most flowsheets. All Essentris flowsheets can be configured to the requirements of the hospital and each unit within the hospital. Some flowsheet configurations are restricted by charting protocol.

Individual flowsheets and their specialized features are described in the **Flowsheet Specifics** section beginning on page 85 in this manual.

Flowsheet Display

A flowsheet contains sections of data displaying clinical information for a selected patient. Patient data is organized into rows and columns in a grid-like format. Each row contains information about a specific data item. The columns organize the data by date and time. A cell is located at the intersection of a row and a column.

The screenshot displays the 'Vitals Flowsheet' interface for a patient named 'NOBED Imported Patient'. The interface includes a menu bar (File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, Help, Flowsheet Actions), a toolbar with various icons, and a main data grid. The grid is organized into sections: VITALS PLOT, VITAL SIGNS, PAIN EVALUATION, PCA, and CHEMO THERAPY. The VITALS PLOT section shows a line graph for HR (BPM), BPS (mmHg), and BPD (mmHg). The VITAL SIGNS section contains a table of vital signs. The PAIN EVALUATION section contains a table of pain-related data. The PCA section contains a table of PCA data. The CHEMO THERAPY section contains a table of chemotherapy data. The grid columns are organized by date and time, with the selected column being 24 Sep 04. The grid rows are organized by data item, with the selected row being the 'VITAL SIGNS' section. A right-click context menu is visible over the grid, showing options like 'Start Row', 'Stop Row', 'Read Monitor', 'View Annotation', 'Set Annotation', 'View Edit History', 'Describe Item', 'Add Row', 'Set Frequency', 'Reset Schedule', 'Set Schedule', and 'Delay Schedule'. Annotations with arrows point to various parts of the interface: 'Selected Patient' points to the patient name; 'Flowsheet Shortcut Menu' points to the right-click context menu; 'Flowsheet Actions Menu' points to the 'Flowsheet Actions' menu bar; 'Selected Column' points to the column for 24 Sep 04; 'Flowsheet Icons' points to the toolbar icons; 'Selected Row' points to the 'VITAL SIGNS' section; and 'Section' points to the 'PAIN EVALUATION' section.

The general features of a flowsheet display are as follows:

- Flowsheet **data cells** are used to record patient data for a particular data item (row) at a particular **date and time** (column). A flowsheet cell can be configured with a pull-down **choicelist**.
- Rows are arranged in pre-configured **sections**.
- The section header rows display in pale blue for easy identification.
- Click on a section header to collapse or expand the section rows.
- The selected column and row are highlighted in pale yellow.
- The cursor defaults to a predefined date-and-time column (usually the current date and time) when a flowsheet is first opened.
- Section tabs are located at the top of the flowsheet for quick access to any section.
- Column width is set by the minimum width required to display cell data, time columns, and column labels.
- A bold vertical line is shown every eight hours in the time columns as a visual aid.
- Every third horizontal line on a flowsheet is bolder than the others as a visual aid.

The screenshot displays a patient medication flowsheet for 'Steve Adore' (Unit Name: OE-STEVEJAY, Admit Date: 04/02/2004). The interface includes a menu bar (File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Tools, Web Links, Options, Help, Flowsheet Actions) and a toolbar with various icons. A 'Section Tabs' bar at the top allows switching between sections: SCHEDULED MEDICATIONS, STAT/ONE TIME MEDS, (PCA), (BEDSIDE GLUCOSE), (PRN MEDICATIONS), (IV CONTINUOUS INFUSIONS), and OTHER MEDICATIONS. The 'SCHEDULED MEDICATIONS' section is expanded, showing a list of medications with their doses and routes. The flowsheet grid shows time columns from 23 Sep 1600 to 24 Sep 1000. Annotations include: 'Section Headers' pointing to the medication names; 'Collapsed Sections' pointing to the (PCA), (BEDSIDE GLUCOSE), (PRN MEDICATIONS), (IV CONTINUOUS INFUSIONS), and OTHER MEDICATIONS tabs; 'Dose Units' pointing to the '300 MG' and 'Q4' values; and 'Selected Column and Row' pointing to the highlighted cell for 'ACARBOSE (PRECOSE)' at 24 Sep 0400. The status bar at the bottom indicates 'There are 9 pending orders' and 'Clinical link disabled'.

Flowsheet Sections

Essentris flowsheets are designed by each hospital to include one or more of the following section types:

- **Standard Section** - A standard section is configured in a grid-like format with data item rows and date-and-time columns. Standard sections contain pre-defined **standard rows** (rows that always appear on a flowsheet). Users can display **optional rows** in standard sections with the Add Row feature.

	18 Apr 0602	18 Apr 0612	18 Apr 0649	18 Apr 0906	18 Apr 1039	18 Apr 1108	18 Apr 1230	18 Apr 1240	18 Apr 1301	18 Apr 1313	18 Apr 1440
ARTERIAL BLOOD GASES											
pHa	7.20			7.22			7.20	7.19			7.13
PaCO2	69			71			63	65			81
PaO2	40			29			35	32			64
HCO3	26.7			28.3			24.0	24.3			26.6
BE	-2.7			-1.3			-4.8	-4.9			-4.0
%O2Hgb	76.9						71.2	71.8			88.4
THgb	13.4						11.7	12.7			11.6
A-a Grad											
AaDO2											567
SaO2	77.8						72.1	72.7			89.6
MetHgb	0.80						0.70	0.70			1.10
COHgb	0.30						0.50	0.60			0.20

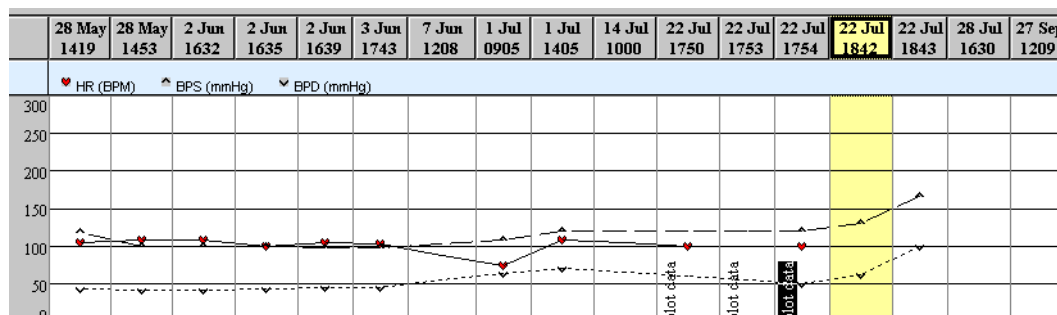
- **Ordered Item Section** - An ordered item section is similar to a standard section, but does not contain standard rows. An ordered item section only contains rows after an ordered item is acknowledged and stored. As ordered items are acknowledged, the ordered item section expands to display the new ordered item rows. As ordered items are discontinued, the ordered item rows drop off the flowsheet and the section is compressed.

	26 Sep 1700	26 Sep 1800	26 Sep 1900	26 Sep 2000	26 Sep 2100	26 Sep 2200	26 Sep 2300	27 Sep 0000	27 Sep 0100	27 Sep 0200	27 Sep 0300	27 Sep 0400	27 Sep 0500	27 Sep 0600	27 Sep 0700	27 Sep 0800	27 Sep 0900	27 Sep 1000	27 Sep 1100	27 Sep 1200
SCHEDULED MEDICATIONS																				
VITAMINS A/D O - REF 6273> 120 APPL PO In-AM XI																				
VANCOMYCIN (VANOCIN) <REF 5581> 1 gm IV Q24																				
»x2 doses																				
LEVOFLOXACIN (LEVAQUIN) <REF 3021> 500 MG IV Q24																				
»x48 hrs																				
CARAFATE 1 Gm NG Q6																				
»DC when extubated																				
FLUCONAZOLE IVPB (DIFLUCAN) <REF 2132> 200 MG IV Q24																				
»x48 hrs																				
RIFAMPIN O <REF 4888> 600 MG NG Q24																				
»x48 hrs																				
ASPIRIN EC 325 mg PO QD																				
»Start POD #1																				
START ASA ON 5/30/04																				
METOCLOPRAMIDE (REGLAN) <REF 3542> 5 MG PO BID																				
PEPCID 20 mg PO IV Q12																				
»Initiate post-extubation																				

- **Annotation Section** - An annotation section is configured in the same grid-like format as a standard section and usually appears at the bottom of a flowsheet, but it is not used to chart data. An annotation section displays annotations that are charted for data items in the flowsheet.

Additional Information	
ART BP-S	1012 28 Mar, DEM, *- The systolic BP is slightly increased. Pt c/o pain in abdomen.

- **Plot Section** - A plot section is configured in a line graph format to display data trends over time for pre-defined data items. Events can be charted in the graph to display additional information about changes in data trends.



- **Summary Box Section** - A summary box is used to display pertinent data charted on another flowsheet or in a note that is pertinent to the flowsheet display.

VITALS PLOT	
1842 22 Jul 2004	
HT (cm)	167.64
WT (kg)	37g
calcWT (kg)	94.5
BSA (m ²)	2.04
ADMIT DATA	
WT (kg)	83.6

- **Calculated Sections** - A calculated section is configured with built-in formulas to display information computed from charted data.

Previous Day	Selected Day
21 Jul 04	22 Jul 04
IN 0	0
OUT 0	0
NET +0	+0
Time	Weight (kg)
1743 3 Jun	37g
1639 2 Jun	37g
1635 2 Jun	35g
0500 28 May	95.3

Summary Data - The right side of some flowsheets can optionally show summary data for the respective rows in the flowsheet. The summary data can be yesterday and today's totals (Vitals Plot summary uses Previous and Current totals), highest values, lowest values, a range of values, or all values. When **All** is selected and if more than 10 characters are to be displayed, an ellipse (. . .) appears to indicate that there is additional data. A question mark (?) displays to notify the user that a value is ambiguous. For example, when a dose is shown as a percentage or as Tablet.

Note that Yesterday, Today, and the summary data is shown for the date and time selected on the flowsheet. The Summary Data feature can be configured for each data item, section, or the

flowsheet. Contact CliniComp Client Services to configure this option. The following example shows summary data configured to display the range for the flowsheet data.

VITAL SIGNS									Previous Day	Selected Day
Heart Rate					26	27	24	25	26-27	24-25
Rhythm										
Ectopy										
Rhythm										
NBP S					120	121	115	110	120-121	110-115
NBP D					79	80	75	65	79-80	65-75
B/P Mean					93	94	88	80	93-94	80-88
ABP S					130	135	127	135	130-135	127-135
ABP D					80	79	70	65	79-80	65-70
B/P Mean					97	98	89	75	97-98	75-89

Data Entry in Flowsheets

Flowsheet data cells are used to record patient data for a particular data item (row) at a particular date/time (column). A flowsheet data cell can be configured to contain free text, an enforced choicelist, a non-enforced choicelist, the Read Monitor feature, or the Copy Forward feature.

Free Text Entry

A data cell configured as free text entry does not display a choicelist when it is selected with the cursor. To enter data, select the data cell and type the patient data. To delete data, click on the data cell and press the space bar.

Free text data cells are limited to a maximum number of characters or numbers. Numerical free text data cells can also be configured with a data range for each data item (row). A warning message appears if a free text entry does not fall within the allowed limits.

Enforced Choicelist

A data cell configured with an enforced choicelist displays a choicelist when it is selected. To enter data, select the data cell and click on a member of the choicelist or key in the numerical value of the member. More than one selection can be added to the data cell while the choicelist is open, if the selections are compatible. To delete data, click on the data cell and press the space bar. Patient data must be selected from the choicelist. Free text entry is not permitted.

Non-enforced Choicelist

A data cell configured with a non-enforced choicelist displays a choicelist when it is selected. To enter data, select the data cell and click on a member of the choicelist, type the data manually, or key in the numerical value of the member. More than one selection can be added to the data cell while the choicelist is open, if the selections are compatible. To delete data, click on the data cell and press the space bar. Patient data can be selected from the choicelist or you can enter free text.

Read Monitor Feature

A data cell configured with the Read Monitor feature can import patient data from a device, such as a physiological monitor or IV Pump. For step-by-step instructions, see “Read Monitor” on page 74.

Copy Forward Feature

A flowsheet section configured with the Copy Forward feature allows users to copy patient data that is charted in a previous date-and-time column and paste it in the data cells for the selected date-and-time column. Patient data that is copied forward can be modified with the updated information and stored. Be aware that the Copy Forward feature is a configurable option and might not apply to all flowsheet sections at your facility. For step-by-step instructions, see “Copy Forward” on page 62.

Accessing a Flowsheet

Use the following steps to open a flowsheet for a selected patient:

Step by Step

1. Select a patient from the Patient Control screen.
2. Select a **Flowsheets** from the Application Toolbar, the Menu Bar, or the Shortcut Menu.

Additional Information

Using the mouse, click on the row containing the patient name to highlight it. The patient is selected. See the example Patient Control screen below.

Select Flowsheet from Application Toolbar Select Flowsheet from Menu Bar Select Flowsheet from Shortcut Menu

The screenshot displays the 'PATIENT CONTROL' application window. The 'FlowSheets' menu bar item is highlighted. The 'FlowSheets' application toolbar on the left contains a 'FlowSheets' icon. A context menu is open over the patient list, showing options like 'Find Patient', 'Admit', 'Transfer', etc. The patient list table is as follows:

BED	Name	MRN	Physician
REG-1	DEMO	858585	
REG-2	note, test	33653	
REG-3	GDR Test	gd	Env
REG-4	Curr Stay Pt 1	14	
REG-5	CIS qaq	08	
REG-6	New Patient	18	
REG-7	Imported Patient	21	
REG-8	UCLA SZ1897	21	
REG-9	Clinicompinternatio	18	
REG-10			
REG-11	Pending Order	14	
REG-12	Test Notes Edit	83	
REG-13	Flowsheet Formulas	04	
REG-14			
REG-15			
REG-16			
REG-17			
REG-18			
REG-19			
REG-20			
REG-21			
REG-22			
REG-23			
REG-24			
REG-25			

The status bar at the bottom shows: demo | qaap1 (10.224.28) | 13:00 Sep 27, 2004 | Clinical link disabled.

Navigating Flowsheets

The icon bar contains navigation icons used to simplify moving from page-to-page in the flowsheet. The icons are **NOW**, **PREV**, and **NEXT**. The icons are in addition to horizontal scrolling.



NOW Icon

Click the **NOW** icon to position the flowsheet in the most recent time column.

PREV Icon

Use the **PREV** icon to move the flowsheet display one page of data back in time. The **PREV** icon is greyed out when there are no previous pages.

NEXT Icon

Use the **NEXT** icon to move the flowsheet one page of data forward in time. The **NEXT** icon is greyed out when there are no later pages.

Scroll Bar

The scroll bar can function similarly to the **PREV** and **NEXT** icons. Click on the right end of the scroll bar to move the display forward in time one page, or click on the left end of the scroll bar to move the display backward in time one page. Click and hold down the mouse key on the left- or right-end arrow to scroll continuously through the flowsheet.

Scrolling with the Mouse

The mouse wheel can be used to scroll up and down in any flowsheet.

Flowsheet Actions

The following functions are available in most flowsheets. Some general functions are available in all sections of a flowsheet, but others are specific to a particular type of section. For example, the **Describe Item** function is available in all sections of a flowsheet, but the **Discontinue (D/C)** function only applies to Ordered Item sections.

To see the functions that are available for a particular flowsheet section, click a data cell in a section (making it the active cell) and click the **Flowsheet Actions** menu on the Menu Bar. All functions that are available for that particular section of the flowsheet are listed in black, while unavailable functions appear in gray.

The following functions are available in **all** sections of a flowsheet:

- Copy Forward
- Describe Item
- Enter Time
- Find Row
- Refresh Flowsheet
- Annotation
- View Edit History
- Store Changes
- Zoom In/Zoom Out

The following functions are available in **Standard** sections of a flowsheet:

- Add Row
- Start Row
- Stop Row
- Read Monitor

The following functions are available in **Ordered Item** sections of a flowsheet:

- Discontinue (D/C)
- New Order
- Set Frequency
- Set Schedule
- Delay Schedule
- Reset Schedule

The following function does not appear on the menu, but is available in certain calculated sections of a flowsheet:

- Toggle Tooltip

Copy Forward

Patient data can be copied forward from the previous column containing data to the selected column, and modified with the updated information. Note that the **Copy Forward** feature is a configured option and might not apply to all flowsheet sections at your facility. The feature can be configured for numeric data, alpha data, or both.



*The Copy Forward feature does **not** copy Annotations or Flags such as High (H) and Low (L).*

Step by Step

1. Select a data cell in the next date-and-time column to receive the data from the previous date-and-time column.
2. Click **Flowsheet Actions** on the Menu Bar and select **Copy Forward** from the drop-down menu.

Additional Information

The patient data in the previous date-and-time column that contains data is copied forward to the the selected date-and-time column.

Select destination column
Data copied from previous column

Select **Copy Forward**

The screenshot shows the 'Lab Entry Flowsheet' application for patient 'ED-DISCH Imported Patient'. The interface includes a menu bar with 'Flowsheet Actions' and a dropdown menu with 'Copy Forward' selected. The main area displays a patient's lab results across multiple dates. Arrows indicate data being copied from one column to another.

	16 Apr 1850	17 Apr 0000	17 Apr 0500	17 Apr 1000	17 Apr 1600	17 Apr 2000	17 Apr 2015	18 Apr 0600	18 Apr 1000	18 Apr 1600	18 Apr 1720	18 Apr 1830
Spec Rec'd in Lab												
BLOOD TYPING												
CBC												
WBC		7.8					7.2	7.4				
Hgb		13.0					13.0	12.7				
Hct		40.1					40.1	39.7				
Plt Ct		200					200	182				
MCV		80					80	80				
RBC		4.52					4.50	4.55				
MCH		80					80	80				
MCHC		31					31	31				
RDW		11.6					11.6	11.5				
MPV		88					88	88				
MANUAL DIFF												
Segs		22					8	5				
Bands		3					9	5				
Lymphs		40	L				43	44				
Monos		34	H				32	42				
Eos		N/A					3	4				
Baso		1					N/A	N/A				
Metamyelocytes		N/A					1	N/A				
Myelocytes		N/A					N/A	N/A				
Other		N/A					N/A	N/A				
RBC Morph		POLY *					POLY *	POLY **				
Anp Lymphs		N/A					4	N/A				
Plasmacytes		N/A					N/A	N/A				
Promyelocytes		N/A					N/A	N/A				
Blasts		N/A					N/A	N/A				
Neut		2.0					1.3	0.7				
Lymph		3.1					3.4	3.3				
Monos		2.7					2.3	3.1				
Eos		0.0					0.2	0.3				
Baso		0.1					0.0	0.0				
RBC Morph2		SCHIS *					GRNPL *	SCHIS *				
NRBC		1	H				2	H				
CHEMISTRY												
Beside Gluc		102			113	135		1101	1103	133		184

Copy Forward Explanation: demo qashp1 (10.224.28.8) pc-jayr ED-DISCH 16:56 Sep 27, 2004 Clinical link disabled

Describe Item

Use the **Describe Item** feature to view information including the full name, display name, data value, user that stored data, and units (if applicable) for a flowsheet data cell.

Step by Step

1. Select a data cell.
2. Select **Describe Item** from the **Flowsheet Actions** drop-down menu, *or* . . . the **Shortcut Menu**, *or* . . . click the **Describe Item** icon.
3. To close the **Describe Item** dialog box, click the **OK** button.

Additional Information

The **Describe Item** dialog box is displayed. It is a text box from which information can be copied and then pasted into another Windows application such as Microsoft Word.

Click the **Ref Info** button to show reference information about this vital sign.

The screenshot displays the Vitals Flowsheet application interface. The main window shows a patient's vital signs over time, including a VITALS PLOT and a table of VITAL SIGNS. A specific data cell (HR 101) is selected. The **Describe Item** dialog box is open, showing details for the selected item: Full Name: HR, Display Name: HR, Units: BPM, Stored at: 1750 22 Jul 2004, Value: 101, and Stored by: Debbie M. Werner (daw). The **OK** button is highlighted. The **Flowsheet Actions** menu is also shown, with the **Describe Item** option selected. The **Shortcut Menu** is also visible, showing the **Describe Item** option.

Labels in the image:

- Describe Item Icon
- Selected Data Cell
- Describe Item Drop-down Menu
- OK Button
- Ref Info Button
- Shortcut Menu

Enter Time

Use the **Enter Time** feature to add a new column between configured columns on a flowsheet, or to reposition the flowsheet at a specific date/time column.

Step by Step

1. Select **Enter Time** from the **Flowsheet Actions** on the Menu Bar, or click the **Enter Time** icon.
2. Click on the date or time in the **Enter Time** dialogue box.
3. Modify the value using the small arrows.
4. Click the large down arrow to select a date from a drop-down calendar.
5. Click the **OK** button.

Additional Information

The **Enter Time** dialogue box is displayed.

The date or time is highlighted.

The drop-down calendar menu appears below the **Enter Time** dialogue box.

The new column appears, or the flowsheet displays the specified date-and-time column.

The screenshot displays the 'Vitals Flowsheet' application interface. At the top, the 'Enter Time icon' is highlighted in the toolbar. The 'Enter Time Dialog Box and Drop-Down Calendar' is open, showing a date of 17:50 22 Jul 2004. The 'Enter Time Drop-down Menu' is also visible, listing various actions like 'Describe Item', 'Start Flow', 'Stop Flow', etc. The background shows a patient's vital signs and lab data.

Find Row

Use the **Find Row** feature to quickly find a row in a flowsheet.

Step by Step

1. Select **Find Row** from the **Flowsheet Actions** drop-down menu.
2. Scroll through the list of rows and sections to find a specific row or section, *or* . . . type the first few letters of the row or section you are searching for in the **Search Key** field.
3. Click on the required row.
4. Click the **OK** button.

Additional Information

The **Find An Item** dialog box appears.

It is not necessary to type the entire name of the row or section in the **Search Key** field. The search is not case-sensitive.

The selected row is highlighted.

The **Find An Item** dialog box closes and the flowsheet displays the selected row.

Find Row
Drop-down Menu

Find An Item

Row	Section
Event	VITALS PLOT
Reason for Admit	VITAL SIGNS
HR	VITAL SIGNS
BPS	VITAL SIGNS
BPD	VITAL SIGNS
BPM	VITAL SIGNS
Sr	VITAL SIGNS
TempF	VITAL SIGNS
TempC	VITAL SIGNS
TSr	VITAL SIGNS
Resp	VITAL SIGNS
CVP	VITAL SIGNS
PAS	VITAL SIGNS
PAD	VITAL SIGNS
PAM	VITAL SIGNS
PCW	VITAL SIGNS
CO	VITAL SIGNS
CI	VITAL SIGNS
SVR	VITAL SIGNS
PVR	VITAL SIGNS
LVSWI	VITAL SIGNS
Heartmate	VITAL SIGNS
Pump F	VITAL SIGNS
Stroke	VITAL SIGNS
Pain(OLD)	VITAL SIGNS
Sedation(OLD)	VITAL SIGNS
IVDRUGS	VITAL SIGNS
NATRECOR	VITAL SIGNS
NEOSYNEPRINE	VITAL SIGNS
DOBUTAMINE	VITAL SIGNS
DOPAMINE	VITAL SIGNS
PROPOFOL	VITAL SIGNS
PITRESSIN	VITAL SIGNS
MILRINONE	VITAL SIGNS
INSULIN-HUMULIN	VITAL SIGNS

Search Key

Flowsheet Actions

- Describe Item
- Start Row
- Stop Row
- Read Monitor
- Annotation
- View Edit History
- Copy Forward
- Add Row
- Set Frequency
- Reset Schedule
- Set Schedule
- Delay Schedule
- Enter Time
- Find Row**
- Zoom In
- Zoom Out
- Refresh
- Store
- Now
- Previous Page
- Next Page

Refresh Flowsheet

Use the **Refresh Flowsheet** feature to update a flowsheet screen with any new data stored on the flowsheet by other users at different terminals. Store unsaved data on your terminal. Unsaved data is deleted by the refresh.

Step by Step

1. Click **Flowsheet Actions** on the Menu Bar and select **Refresh** from the drop-down menu, *or* . . . click the **Refresh Flowsheet** icon.

Additional Information

If unsaved data is present, the **Flowsheet** message box appears.
Click **Yes** to refresh the flowsheet without saving your changes.
Click **No** to cancel the refresh operation.

Refresh Flowsheet Icon Refresh Flowsheet Menu Refresh Prompt

The screenshot displays the Vital FlowSheet application window. The menu bar includes 'File', 'Edit', 'View', 'Admin', 'FlowSheets', 'Notes', 'Orders', 'Summary Screens', 'FetalPlots', 'Tools', 'Options', and 'Help'. The 'FlowSheet Actions' menu is open, showing options like 'Start Row', 'Stop Row', 'Read Monitor', 'Annotation', 'View Edit History', 'Describe Item', 'Copy Forward', 'Add Row', 'Get Frequency', 'Reset Schedule', 'Get Schedule', 'Delay Schedule', 'Enter Time', 'Exit Row', 'Zoom In', 'Zoom Out', 'Refresh Flowsheet F5', 'Save Changes', and 'Alt+F5'. The 'Refresh Flowsheet F5' option is highlighted. A 'Flowsheet' dialog box is open in the foreground, asking: 'This action will abandon all changes and reload Flowsheet. Do you want to continue?' with 'Yes' and 'No' buttons. The background shows a patient's vital signs plot and various data tables.

Vital FlowSheet

UNIT: LDR ENV: LDR

Pat: LDR-2 Childs, Gloria

Terminal: pc-jayr SrvHost: Isdemo

Phy: Dr. Brookstone 125 Apr 25, 2002

02 1

23 Jul 0911 23 Jul 0913 23 Jul 0914 23 Jul 0915

VITALS PLOT

0807 25 Apr 2002 85.7

WT kg (kg)

ADMIT DATA

Gravida 2

Para 0

GestAge 39+3

Rubella Immune

VITAL SIGNS

HR	114		109
BP-S	118		133
BP-D	53		62
BP-M	87		90
Resp			
TempF			98.8
TempC			37.1
Temp Source			TY
O2 sat			
O2 Flow			
O2 Source			

MATERNAL/FETAL DATA

FHR BL L			
FHR BL H			
Variability ST			
Acceleration TTP			

4

Allergies: Old Allergies: NKDA

Refresh Flowsheet Explanation

11:25 Apr 25, 2002 Clinical link disabled

Annotation

Use the **Annotation** feature to add short notes or text messages to data cells in a flowsheet, and to view existing notes. An annotation is represented by an asterisk in a flowsheet data cell. Annotations can also be listed in the **Notes** menu. Annotations for external orders can be printed with the flowsheet. See your System Administrator.

Step by Step

1. Select a data cell for which you would like to create an annotation.
2. Select **Annotation** from the **Flowsheet Actions** drop-down menu, *or* . . . right-click the mouse in the data cell and select **Annotation** from the **Shortcut Menu**, *or* . . . click the **Annotation** icon, *or* . . . press the **Ctrl+*** keys on the keyboard.

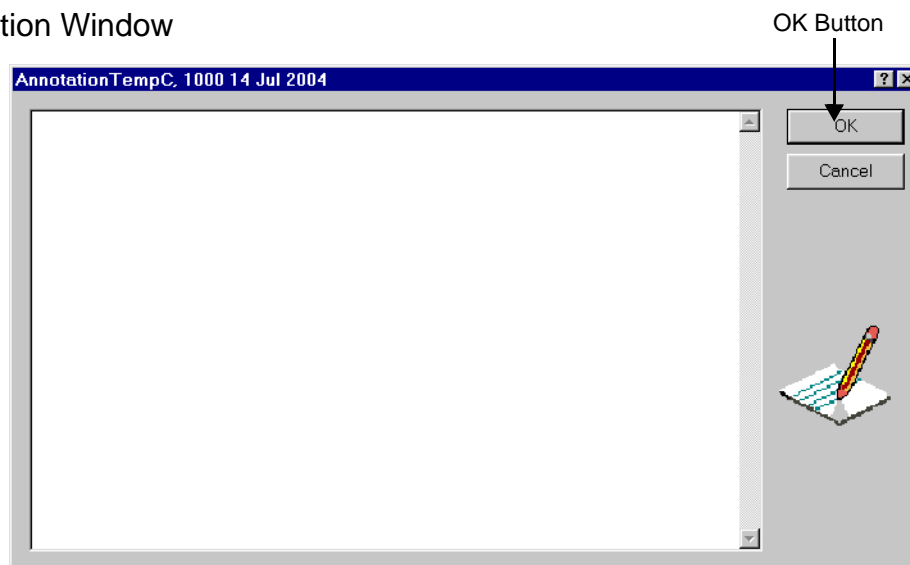
Additional Information

The **Annotation** window appears.

The screenshot displays the Vitals Flowsheet application interface. At the top, the menu bar includes File, Edit, View, Print, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, and Help. Below the menu bar is a patient information section showing 'REG-7 Imported Patient' with details like Age (76), Sex (M), and Unit Name (REGTEST). The main area contains two data tables: 'VITAL SIGNS' and 'IV DRUGS'. The 'VITAL SIGNS' table lists various vital signs (HR, BPS, BPD, BPM, Sre, TempF, TempC, TSrc, Resp, CVP, PAS, PAD, PAM, PCW, CPP, CO, CI, SVR, PVR, LVSWI) over time. The 'IV DRUGS' table lists medications (NATRECOR, NEOSYNEPHRINE, DOBUTAMINE, DOPAMINE, PROPOFOL, PITRESSIN, MILRINONE) with their dosages. A context menu (Shortcut Menu) is open over a cell in the TempC row, showing options like Describe Item, Start Row, Stop Row, Read Monitor, Annotation (Ctrl+*), View Edit History, Copy Forward, Add Row, Set Frequency, Reset Schedule, Set Schedule, Delay Schedule, Enter Time, Find Row, Zoom In, Zoom Out, Refresh, Store, Now, Previous Page, and Next Page. Another context menu (Annotation Menu) is also visible, showing options like Describe Item, Start Row, Stop Row, Read Monitor, Annotation (Ctrl+*), View Edit History, Copy Forward, Add Row, Set Frequency, Reset Schedule, Set Schedule, Delay Schedule, Enter Time, Find Row, Zoom In, Zoom Out, Refresh, Store, Now, Previous Page, and Next Page. Arrows point from labels to these elements: 'Annotation Icon' points to the A* icon in the toolbar; 'Data Cell' points to a cell in the TempC row; 'Shortcut Menu' points to the right-click menu; and 'Annotation Menu' points to the Flowsheet Actions menu.

Step by Step	Additional Information
3. Type the text message in the Annotation window.	
4. Click the OK button to save the annotation, <i>or</i> . . .click the Cancel button to exit the Annotation window without saving new entries, if any.	The annotation is represented by the asterisk (*) character in the flowsheet data cell. The annotation can be configured to be a note called Annotation on the Notes menu. The note uses the date and time from the flowsheet column.
5. To view an existing annotation, place the cursor in a cell containing an asterisk and use the options in Step 2 above.	The Annotation window opens to display the annotation text.

Annotation Window



View Edit History

Use the **View Edit History** feature to view changes that have been made to a data cell. The **Edit History** window is usually configured with the following fields:

- Date Stored: Date and time the item was stored
- Status: Current or previous information
- Value: Value of the item
- Stored By: Name of user

Step by Step

1. Select a data cell that has been edited.
2. Select **View Edit History** from the **Flowsheet Actions** drop-down menu, *or* . . . right-click in the data cell and select **View Edit History** from the **Shortcut Menu**, *or* . . . click the **View Edit History** icon.

Additional Information

Data cells that have been edited appear in reverse video.

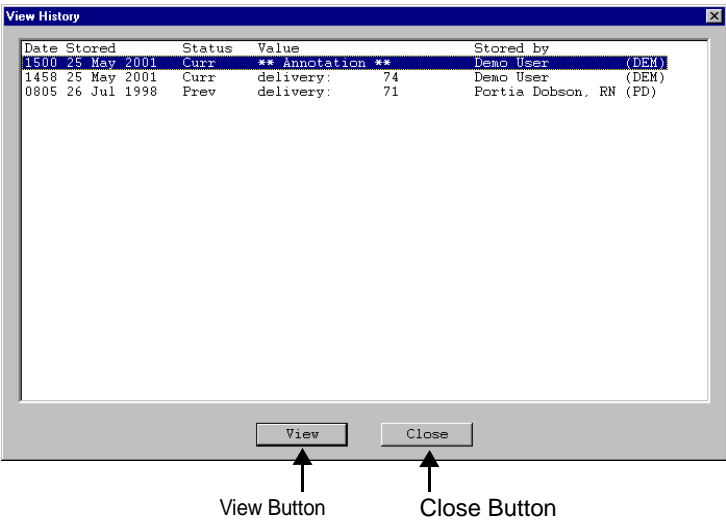
The **View History** dialog box is displayed. Entries that show ****Annotation**** in the Value column contain additional information that is displayed by clicking the **View** button.

Edited Data Cell
Shortcut Menu
View Edit History Menu

The screenshot displays a medical flowsheet for patient 'REG-7 Imported Patient'. The 'VITALS PLOT' section shows various vital signs over time. A data cell for 'HR' (Heart Rate) is highlighted in reverse video, indicating it has been edited. A right-click context menu (Shortcut Menu) is open over this cell, showing options like 'Describe Item', 'Start Row', 'Stop Row', 'Read Monitor', 'Annotation', 'View Edit History', 'Copy Forward', 'Add Row', 'Set Frequency', 'Reset Schedule', 'Set Schedule', and 'Delay Schedule'. The 'View Edit History' option is highlighted. A separate 'Flowsheet Actions' menu is also shown, with 'View Edit History' selected. The bottom status bar shows 'View Edit History Explanation' and a date of '1457 Sep 28, 2004'.

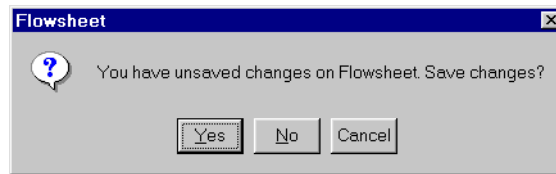
Step by Step	Additional Information
3. To close the View History dialog box, click the Close button.	The text in the View History dialog box can be copied pasted to another document.
4. Use the View button to display Annotation entries.	The Edit History dialog box opens to display the annotation.

View History Dialog Box



Store Changes

New or modified patient data must be stored (saved) before exiting a flowsheet. Patient data that has not been stored is shown underlined. If you attempt to exit a flowsheet without storing new or modified data, a warning dialog box (shown below) gives you the choice to store the changes, or exit the flowsheet without storing the data.



Step by Step

Additional Information

1. Select **Store Changes** from the **Flowsheet Actions** drop-down menu, *or* . . . click the **Store Changes** icon.
2. Enter your **User Name** and **Password**.
3. Click the **OK** button.

The **Validation Dialog** box appears.

The patient data is stored in the flowsheet.

Validation Dialog Box

OK Button

Store Changes Icon

Flowsheet Actions Menu

Unsaved Changes

The screenshot shows the "Vitals Flowsheet" application window. The top menu bar includes File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, and Help. The "FlowSheets" menu is open, showing options like Describe Item, Start Row, Stop Row, Read Monitor, Annotation, View Edit History, Copy Forward, Add Row, Get Frequency, Repeat Schedule, Set Schedule, Delay Schedule, Enter Time, Find Row, Zoom In, Zoom Out, Refresh, Store (highlighted with a red circle), Now, Previous Page, and Next Page. The "Store" option is circled in red. The "Validation Dialog Box" is open in the foreground, showing the "Flowsheet Store" dialog with fields for User Name (demo), Password, and Full Name, and buttons for OK, FingerPrint, Change Password, Clear, Cancel, and Screen Lock. The background flowsheet shows patient data for "REG-7 Imported Patient" with a "No Known Drug Allergy" note. The "VITALS PLOT" section displays a line graph for HR (BPM), BPS (mmHg), and BPD (mmHg) over time. The "VITAL SIGNS" section shows a table of vital signs data. The "IV DRUGS" section shows a table of drug administration data.

Add Row

Use the **Add Row** feature to add an optional row, or group of rows to standard flowsheet sections.

Step by Step

1. Select a date-and-time column for the Start Row marker.
2. Select the **Add Row** option from the **Flowsheet Actions** menu on the Menu Bar, *or* . . . right-click on an existing row and select **Add Row** from the **Shortcut Menu**.
3. To add a single row from the **Add Row Dialog** box, click on a row name in the **Optional Items** window and click the **Add** button.
4. To add a group of rows, click on a group name in the **Add Group** window and click the **Add** button.

Additional Information

The Start Row marker is placed in the new row under the selected date and time.

The **Add Row Dialog** box appears. The **Add Row Dialog** box lists the optional rows and groups of related optional rows that are available for the flowsheet.

The row and its Start Row marker are added to the flowsheet.

The group of rows and their Start Row markers are added to the flowsheet.

Diagram illustrating the steps to add a row to a flowsheet:

- Add Group**: Select a group of rows in the **Add Group** dialog box.
- Add Row**: Select a row in the **Optional Items** dialog box.
- Selected Date & Time**: Select a date and time column in the flowsheet.
- Flowsheet Actions Menu**: Select the **Add Row** option from the menu.
- Shortcut Menu**: Select the **Add Row** option from the right-click menu.

The screenshot shows the 'Vitals Flowsheet' application interface. The 'Add Row Dialog' box is open, displaying two tabs: 'Add Group' and 'Optional Items'. The 'Optional Items' tab is selected, showing a list of items that can be added to the flowsheet. The 'Add' button is highlighted. The background shows a flowsheet for 'REG-7 Imported Patient' with various vital signs and data points plotted over time. The 'Add Row' option is highlighted in the 'Flowsheet Actions' menu and the 'Shortcut Menu'.

Read Monitor

Use the **Read Monitor** feature to import patient data from a connected, pre-configured device, such as a physiological monitor or ventilator to an Essentris flowsheet.

Step by Step

Additional Information

1. Select the column that you would like to import patient data into from device .
2. Select **Read Monitor** from the **Flowsheet Actions** drop-down menu, or . .right-click in the data cell and select **Read Monitor** from the **Shortcut Menu**, or . .click the **Read Monitor** icon.

All available patient data is imported from the device.

Read Monitor Icon Selected Data Cell Shortcut Menu Flowsheet Actions Menu

The screenshot displays the 'Vitals Flowsheet' interface for patient 'REG-7'. The interface includes a menu bar (File, Edit, View, Env, Admin, FlowSheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, Help) and a toolbar with various icons. The main data area is divided into sections: 'VITAL SIGNS' and 'IV DRUGS'. The 'VITAL SIGNS' section contains a table with columns for dates (28 May, 28 May, 2 Jun, 2 Jun, 2 Jun, 3 Jun, 7 Jun, 1 Jul, 1 Jul, 14 Jul, 14 Jul, 22 Jul, 22 Jul, 22 Jul) and rows for various vital signs (HR, BPS, BPD, BPM, Sre, TempF, TempC, TSrc, Resp, CVP, PAS, PAD, PAM, PCW, CO, CI, SVR, PVR, LVSWI, Heartmate: Pump Rate, Pump Flow, Stroke Volume, Pain(OLD), Sedation(OLD)). The 'IV DRUGS' section contains a table with columns for dates and rows for various drugs (NATRECOR, NEOSYNEPHRINE, DOBUTAMINE, DOPAMINE, PROPOFOL, PITRESSIN, MILRINONE, INSULIN-HUMULIN). A right-click context menu is open over a data cell, showing options like 'Describe Item', 'Start Row', 'Stop Row', 'Read Monitor', 'Annotation', 'View Edit History', 'Copy Forward', 'Add Row', 'Set Frequency', 'Reset Schedule', 'Set Schedule', 'Delay Schedule', 'Enter Time', 'Find Row', 'Zoom In', 'Zoom Out', 'Refresh', 'Store', 'Now', 'Previous Page', 'Next Page'. The 'Read Monitor' option is highlighted. The 'Flowsheet Actions' menu is also open, showing options like 'Describe Item', 'Start Row', 'Stop Row', 'Read Monitor', 'Annotation', 'View Edit History', 'Copy Forward', 'Add Row', 'Set Frequency', 'Reset Schedule', 'Set Schedule', 'Delay Schedule', 'Enter Time', 'Find Row', 'Zoom In', 'Zoom Out', 'Refresh', 'Store', 'Now', 'Previous Page', 'Next Page'. The 'Read Monitor' option is highlighted in this menu as well. Arrows point to the Read Monitor icon, the selected data cell, the context menu, and the Flowsheet Actions menu.

Read Monitor Explanation demo lqahp1 (10.224.28.8) pc-jayr REGTEST 14:06 Sep 29, 2004 Clinical link disabled

Discontinue an Order

Use the **Discontinue (D/C)** function in a flowsheet to **D/C** ordered items. **D/C** is available only in Ordered Item sections. A Discontinued row drops off of the flowsheet screen after a configured time period. A Discontinued row is discontinued on every flowsheet in which the ordered item appears. For sites with a pharmacy interface, external orders can be D/Ced from a flowsheet. This is an option configured by CliniComp Client Services.

Step by Step

1. Select the data cell for the order to be discontinued.
2. Select **D/C** from the **Flowsheet Actions** drop-down menu *or* . . . right-click in the data cell and select **D/C** from the **Shortcut Menu**, *or* . . . click the **DC** icon.

Additional Information

An arrowhead appears in the selected data cell and all future medication markers are removed from the row.

To remove a **D/C**, toggle it off by placing the cursor in the data cell that contains the arrowhead and clicking **D/C**. Click again to toggle it on.

To adjust the **D/C** time, move the cursor to the desired data cell and click **D/C** again.

DC Icon Selected Data Cell Shortcut Menu Flowsheet Actions Menu

The screenshot shows the 'PATIENT MEDICATIONS' window for 'REG-7 Imported Patient'. The 'SCHEDULED MEDICATIONS' section lists various drugs and their schedules. The 'PEPCID 20 mg PO IV' row is highlighted, and an arrowhead is visible in the data cell for the 29 Sep 0000 time slot. A right-click context menu (Shortcut Menu) is open over this cell, showing 'D/C' as an option. Another arrow points to the 'Flowsheet Actions' menu, which is also open, showing 'D/C' as an option. The flowsheet displays various medications and their schedules over time.

DC Icon: A button labeled 'DC' in the top toolbar.

Selected Data Cell: A cell in the 'PEPCID 20 mg PO IV' row containing an arrowhead.

Shortcut Menu: A context menu open over the selected data cell, showing 'D/C' as an option.

Flowsheet Actions Menu: A menu open from the 'Flowsheet Actions' button, showing 'D/C' as an option.

Flowsheet Content:

Medication	28 Sep 2000	28 Sep 2100	28 Sep 2200	28 Sep 2300	29 Sep 0000	29 Sep 0100	29 Sep 0200	29 Sep 0300	29 Sep 0400	29 Sep 0500
VITAMINS A/D (REF 6273) 120 APPL PO										
VANCOMYCIN (VANOCIN) (REF 5581) 1 gm IV										
LEVOFLOXACIN (LEVAQUIN) (REF 3021) 500 MG IV										
CARAFATE 1 Gm NG										
FLUCONAZOLE IVPB (DIFLUCAN) (REF 2132) 200 MG IV										
RIFAMPIN (REF 4888) 600 MG NG										
ASPIRIN EC 325 mg PO										
METOCLOPRAMIDE (REGLAN) (REF 3542) 5 MG PO										
PEPCID 20 mg PO IV										
STAT/ONE TIME MEDS										
PCA										
BEDSIDE GLUCOSE										
PRN MEDICATIONS										
APRESOLINE (HYDRALAZINE) 5-10Mgs IV										
DARVOCECT-N 100 1-2tabs PO										
DEMEROL 12.5-25mg IV										
DEXTROSE 50% 50 ml IV										
DEXTROSE 50% 25 ml IV										
FENTANYL 25-50mcg IV										
FENTANYL 25-50mcg IV										

New Order

A new order can be initiated from the **Flowsheet Actions** menu, the **New** icon on the Icon bar, or from the shortcut menu. Refer to "Order Editor from a Flowsheet" on p. 198 for detailed instructions.

Order Frequencies

Many ordered items, including medications and treatments are assigned frequencies. There are three types of frequencies that are available for ordered items.

Single Dose Delivery

An ordered single-dose item is automatically discontinued after the dose is delivered. The data cell under the selected time shows the DC marker. The following frequencies are used for single-dose deliveries:

Xn - The **X** frequency order can be delivered any number of times before it is automatically DCed. For example, **X5** would be delivered five times and then DCed.

STAT - deliver immediately and DC.

Periodic Frequency

An ordered item with a periodic frequency is delivered according to a specified time interval. The format for a periodic frequency is:

Qn, where n = hours between deliveries

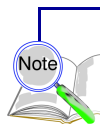
The default schedule for a periodic frequency is created when the order is entered. For example, if the order is entered at 1300 with a frequency of Q4, the next delivery marker appears in the date/time columns for 1700, 2100, and so on.

A delayed schedule can be configured to start when the order is first delivered. The ordered Start Time is shown in the flowsheet as the start-time marker (>), but the first schedule marker for the treatment schedule is set when the first order is delivered. Store the order to display the entire schedule.

Scheduled Frequency

An ordered item with a scheduled frequency is delivered at pre-determined hours of the day. Ordered items with scheduled frequencies can be identified by their scheduling code. For example, **BID**, **TID**, **QID**, **Weekly**, and so forth.

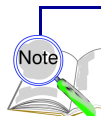
The schedule for a scheduled frequency is determined by each hospital. For example, if the order frequency is BID, the schedule markers are displayed twice each day at the standard hours determined by the hospital.



Schedules for both periodic and scheduled frequencies can be changed using the Set Schedule and Reset Schedule function.

Set Frequency

Use the **Set Frequency** function in a flowsheet to change the frequency of a treatment that is listed in an Ordered Item section.



*Frequencies for medications can **not** be changed with the Set Frequency function in a flowsheet. To change a frequency for a medication, the order must be discontinued and a new order must be created.*

Step by Step

1. Select the data cell for the treatment frequency you would like to change.
2. Select **Set Frequency** from the **Flowsheet Actions** drop-down menu, *or* . . .right-click in the data cell and select **Set Frequency** from the **Shortcut**

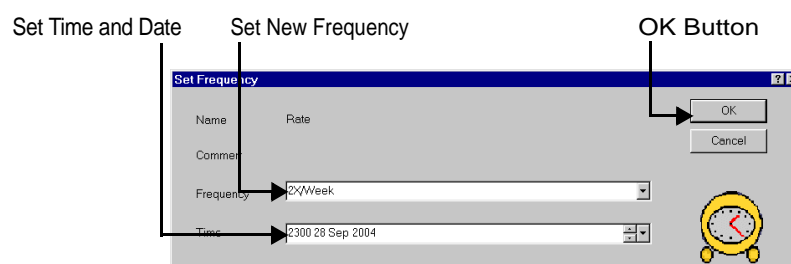
Additional Information

The **Set Frequency** dialog box appears.

Selected Data Cell Shortcut Menu Flowsheet Actions Menu

The screenshot displays the 'Treatments Flowsheet' for patient 603-1. The interface includes a menu bar (File, Edit, View, Env, Admin, Flowsheets, Notes, Orders, SummaryScreens, Waveforms, Tools, Web Links, Options, Help) and a toolbar with various icons. The main area is a grid with columns for dates from 28 Sep 2200 to 29 Sep 1200. The grid is divided into sections: ACTIVITY, RESPIRATORY, NUTRITION, HYGIENE, LINE TUBES, FLAP/PUMP CHECK, and INTERVENTIONS. A right-click context menu (Shortcut Menu) is open over the 'Rate' cell in the 'NUTRITION' section, showing options like 'Describe Item', 'Start Row', 'Stop Row', 'Read Monitor', 'Annotation', 'View Edit History', 'Copy Forward', 'Add Row', 'Set Frequency', 'Reset Schedule', 'Set Schedule', and 'Delay Schedule'. The 'Set Frequency' option is highlighted. The 'Flowsheet Actions' menu is also open, showing a similar list of options, with 'Set Frequency' also highlighted. The status bar at the bottom shows 'Set Frequency Explanation', 'demo', 'iqshp1 (10.224.28.6)', 'pc-jayr', 'IMCU', '15:53 Sep 29, 2004', and 'Clinical link disabled'.

Step by Step	Additional Information
<ol style="list-style-type: none"> 3. Select a frequency from the New Frequency drop-down menu. 4. Select a time and date for the frequency from the Time field. 5. Click the OK button. 	<p>The default is the date and time of the data cell selected in Step 1.</p> <p>The frequency is changed for the treatment order.</p>



Set Schedule

Use the **Set Schedule** function to override the pre-determined schedule for a Scheduled frequency, such as BID, TID, or QID.

Schedule markers for scheduled frequencies are set automatically, according to the hours determined by the hospital. The **Set Schedule** function can change the pre-determined schedule markers to the time(s) the order will be delivered.

Step by Step

1. Select a data cell in the row of the order you are rescheduling.
2. Select **Set Schedule** from the **Flowsheet Actions** drop-down menu, *or* . . . right-click in the data cell and select **Set Schedule** from the **Shortcut Menu**.

Additional Information

The **Set Schedule** pop-up window appears.

The screenshot displays the 'PATIENT MEDICATIONS' interface for patient 603-1. The 'SCHEDULED MEDICATIONS' section lists various medications with their frequencies. A right-click context menu (Shortcut Menu) is open over a cell in the 'FAMOTIDINE (PEPCID)' row, showing options like 'Describe Item', 'Give Med', 'Hold Med', 'Annotation', 'View Edit History', 'D/C', 'Sort Scheduled Medications', 'Copy Forward', 'Remarks', 'Set Frequency', 'Reset Schedule', and 'Set Schedule'. The 'Set Schedule' option is highlighted. A 'Flowsheet Actions' menu is also open, showing a similar list of actions, with 'Set Schedule' also highlighted. Labels with arrows point to the 'Selected Data Cell', the 'Shortcut Menu', and the 'Flowsheet Actions Menu'.

Selected Data Cell

Shortcut Menu

Flowsheet Actions Menu

PATIENT MEDICATIONS

603-1 Imported Patient

Age 60 M Sex M6S Unit Name 603-1

Three Panes Screen Lock To PatCtrl To ProviderList Refresh PatCtrl Join Context Help

SCHEDULED MEDICATIONS

	29 Sep 1600	29 Sep 1700	29 Sep 1800	29 Sep 1900	29 Sep 2000	29 Sep 2100	29 Sep 2200	29 Sep 2300	30 Sep 0000	30 Sep 0100	30 Sep 0200
ALBUTEROL (VENTOLIN, PROVENTIL) <REF 5939> 0.5 MG											
-INHAL											
IPRATROPIUM (ATROVENT INH SOLN) <REF 2847> 0.5 ML											
-INHAL											
ASA 325 MG											
-PO											
PLAVIX 75 MG											
-PO											
LEVOFLOXACIN (LEVAQUIN) <REF 3024> 500 MG											
-PO											
FAMOTIDINE (PEPCID) <REF 2026> 20 MG											
-PO											
ISOSORBIDE MONONITRATE (IMDUR) <REF 2894> 60 MG											
-PO											
>FIRST DOSE NOW											
HEPARIN 5000 UNIT											
-SC											
>GIVEN @ 1525											
FLUVASTATIN (LESCOL) <REF 2229> 20 MG											
-PO											
QHS											
STAT/ONE TIME MEDS											
PCA											
PCA PAIN MANAGEMENT											
BEDSIDE GLUCOSE											
Bedside Glucose											
PRN MEDICATIONS											
ALBUTEROL 0.5 MG											
-INHAL											
TYLENOL 1 GM											
-PO											
>T-101.3											
IV CONTINUOUS INFUSIONS											
OTHER MEDICATIONS											

Set Schedule Explanation demo qahp1 (10.224.28.8) pc-jevr IMCU 11:50 Sep 30, 2004 Clinical link disabled

Delay Schedule

Use the **Delay Schedule** function to delay a periodic time schedule, such as Q4 or Q6, in an ordered items section. Note that the **AutoDelay** and **ResetDelay** configuration options must be set to **Off**.

Schedule markers for Periodic frequencies are set automatically, according to the first time the order is delivered. The **Delay Schedule** function removes schedule markers from data cells when the delivery is delayed. A minus (-) symbol appears next to the frequency in the order description to show that the schedule has been changed.

Step by Step

1. Select the data cell for the starting point of the new periodic schedule.
2. Select **Delay Schedule** from the **Flowsheet Actions** drop-down menu, *or* . . . right-click in the data cell and select **Delay Schedule** from the **Shortcut Menu**.

Additional Information

The selected data cell is marked as the new start time for the periodic schedule. All subsequent markers for the previous schedule are removed from the data cells. Refer to “Reset Schedule” on page 82 to change the periodic schedule to the new, delayed schedule.

The screenshot displays the 'PATIENT MEDICATIONS' interface for a patient named '603-1 Imported Patient'. The 'SCHEDULED MEDICATIONS' section lists various medications, including ALBUTEROL (VENTOLIN/PROVENTIL) with a frequency of '0.5 MG Q6-'. A yellow box highlights the '0.5 MG Q6-' entry, with an arrow pointing to it from the label 'Minus Symbol'. Another arrow points to the same entry from the label 'Selected Data Cell'. A right-click context menu (Shortcut Menu) is open over the 'Q6-' entry, showing options like 'Describe Item', 'New Order', 'Give Med', 'Hold Med', 'Annotation', 'View Edit History', 'D/C', 'Sort Scheduled Medications', 'Copy Forward', 'Remarks', 'Set Frequency', 'Reset Schedule', 'Set Schedule', and 'Delay Schedule'. The 'Delay Schedule' option is highlighted. A 'Flowsheet Actions Menu' is also visible on the right side of the screen, showing a list of actions including 'Describe Item', 'New Order', 'Give Med', 'Hold Med', 'Annotation', 'View Edit History', 'D/C', 'Sort Scheduled Medications', 'Copy Forward', 'Remarks', 'Set Frequency', 'Reset Schedule', 'Set Schedule', 'Enter Time', 'Find Row', 'Zoom In', 'Zoom Out', 'Refresh', 'Store', 'Now', 'Previous Page', and 'Next Page'. The 'Delay Schedule' option is also present in this menu.

Reset Schedule

Use the **Reset Schedule** function to reset a periodic time schedule, such as Q4 or Q6. Schedule markers for Periodic frequencies are set automatically, according to the first time the order is delivered. The **Reset Schedule** function can change the periodic schedule markers from a new starting point.

Step by Step

1. Select the data cell for the new starting point of the periodic schedule.
2. Select **Reset Schedule** from the **Flowsheet Actions** drop-down menu, *or* . . . right mouse click in the data cell and select **Reset Schedule** from the **Shortcut Menu**.

Additional Information

The periodic schedule markers are reset from the new starting point. The schedule markers in the previous time columns are not affected.

The screenshot displays the 'PATIENT MEDICATIONS' interface for patient 603-1. The 'SCHEDULED MEDICATIONS' section lists various medications with their frequencies. A right-click context menu (Shortcut Menu) is open over a data cell in the 'Q6' column for 'IPRATROPIUM (ATROVENT INH SOLN)'. This menu includes options like 'Describe Item', 'New Order', 'Give Med', 'Hold Med', 'Annotation', 'View Edit History', 'D/C', 'Sort Scheduled Medications', 'Copy Forward', 'Remarks', 'Set Frequency', 'Reset Schedule' (highlighted), 'Set Schedule', and 'Delay Schedule'. Another 'Flowsheet Actions' menu is also visible, showing similar options. The interface includes a top menu bar, a patient information header, and a timeline grid for scheduling.

Toggle Tooltip

Use the **Toggle Tooltip** feature to view the content summary of certain flowsheet sections. The following flowsheet sections are configured with the Toggle Tooltip feature:

- Weights section of the Vital signs flowsheet (displays Weight History)
- IV Drugs section of the Vital signs flowsheet (displays IV Drip info/calculations)
- Sections that are configured with Flags in the Lab Entry flowsheet (displays the Flag and the Normal Range).
- Large annotations display in a Tool Tip when there are only a few time columns on the flowsheet.

Step by Step

1. Place the cursor over a section that is configured with the **Toggle Tooltip** feature (do not click on the section).

Additional Information

The content summary displays in a pop-up box in approximately one-to-two seconds.

Toggle Tooltip Display

The screenshot shows the 'Vitals Flowsheet' application window for patient 'REG-7 Imported Patient'. The 'IV DRUGS' section is active, displaying a table of medications and their dosages over time. A tooltip is displayed over the 'PROPOFOL' entry, showing the following details:

Medication	Dose	Rate	Volume	Conc
PROPOFOL	35.3 mcg/kg/min	20 ml/hr	100 ml	10000 mcg/ml

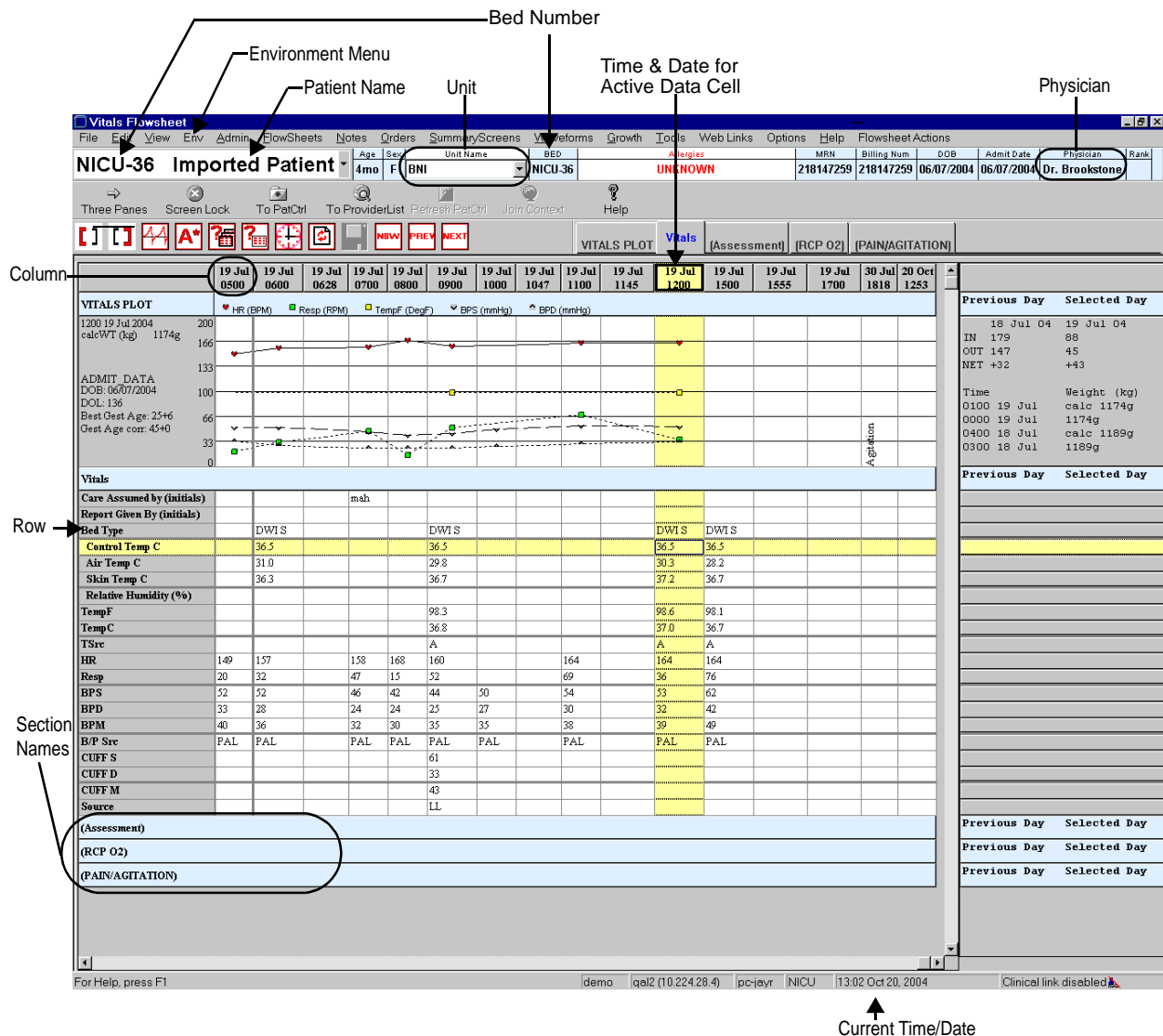
The tooltip also includes the text: 'Fluid: SF+PROPOFOL', 'Drug: PROPOFOL', and 'Amount: 1000 (mg)'.

The bottom status bar shows: 'For Help, press F1', 'demo', 'lqahp1 (10.224.28.8)', 'pc-jayr', 'REGTEST', '12:24 Oct 01, 2004', and 'Clinical link disabled'.

Flowsheet Specifics

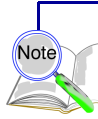
4

This section describes individual flowsheets and their specialized features. For general information about flowsheets, refer to the **Flowsheet Basics** section beginning on page 53 in this manual.



Specialized Flowsheets

All Essentris flowsheets are designed by each hospital to include one or more section types.



All Essentris flowsheets are configured to the requirements of each hospital and each environment within a hospital. Some flowsheet configurations are restricted by charting protocol.

Some flowsheet sections are configured with specialized features that are unique to the flowsheet or section type. The most common flowsheets that are configured with specialized features are:

- Vitals Flowsheet
- Fluid Balance (I & O) Flowsheet
- Medications Flowsheet
- Lab Entry Flowsheet

IV Drug Infusions

Sections relating to IV Drug Infusions typically appear on three flowsheets: I&O, Medications, and Vital Signs. The manner in which most IV Drug data is charted and the resulting display of that data differs among the flowsheets. Although, Vitals and Medications flowsheet IV Drug sections display the unit of dose or dose rate to the left of the first time column.

The I&O Flowsheet

On the I&O flowsheet, the volume of an IV drug infused in a given time frame is entered on the appropriate flowsheet cell. For example, the shift total can be entered in the last column of the shift.

The Medications Flowsheet

The Medications flowsheet automatically displays the dose based upon the volumes charted on the I&O flowsheet. These computed values are read-only.

The Vitals Flowsheet

The Vital Signs flowsheet can chart the dosage being delivered as often as once per minute. The user can enter the rate, and the resulting dosage is computed and displayed in the cell. For example, to compute the dosage for a bottle of Nitroglycerin 50mg in D5W 250cc, enter the number **10** to specify a rate of 10 cc/hr. The Vitals Flowsheet displays 33 mcg/min.

Alternatively, you can directly chart the dosage, and the resulting rate is computed. For example, the order is to infuse Dopamine 5 mcg/kg/min. Enter uppercase **D**, the number **5**, and Store the entry. The Toggle Tooltip displays the correct rate to infuse.

Vitals Flowsheet

Use the Vitals Flowsheet to track vital signs and critical patient data. The Vitals flowsheet contains the following specialized features:

- Summary box sections
- Plot section - the number of rows in the plot section can be configured; the default is five.
- IV Fluids section(s)

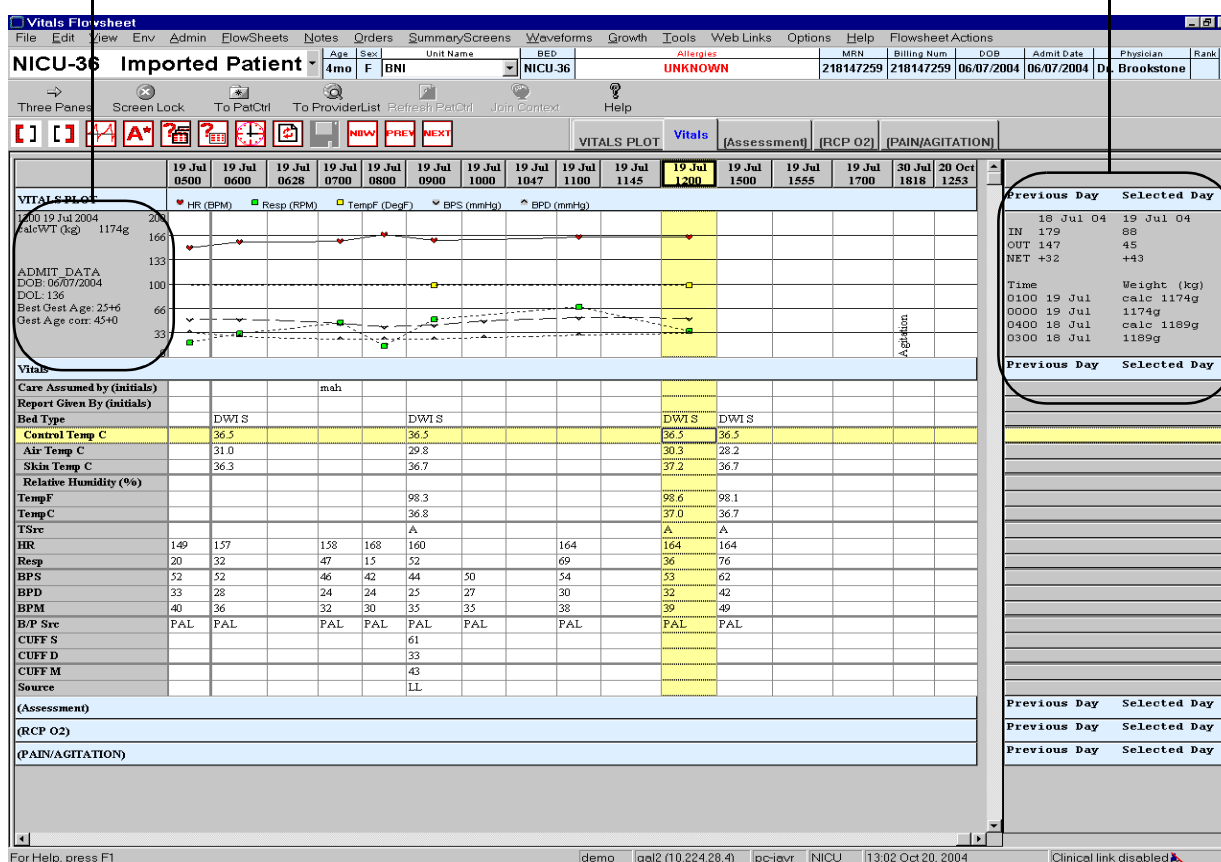
Summary Box Sections

There are two summary box sections in the Vitals Flowsheet. The summary box in the upper left corner of the Vitals Flowsheet is configurable and displays patient data that is imported from another flowsheet or an ADT note. For example, the summary box could display Admission Data from the Admission Note. The data items displayed in the summary box are selected by each facility.

The summary box in the upper right corner of the Vitals Flowsheet is standard and displays daily summaries of Intake and Output fluids and the weight history for the selected patient (imported from the Intake & Output flowsheet). The data items displayed in this summary box are standard and cannot be configured.

Configured Summary Box Section

Standard Summary Box Section



Vital Signs Plot Section

Use the Vital Signs Plot section to track preconfigured vital signs such as Temperature, Heart Rate, and Blood Pressure. As data is entered for the items in the standard sections of the flowsheet, the plot section displays a real-time graph. The Plot section displays the statistics as well as data trends in the same flowsheet page. The Plot section can also chart significant events.

Chart Event

Use the Events feature to chart events in the plot section to display additional information about time-sensitive events or changes in data trends.

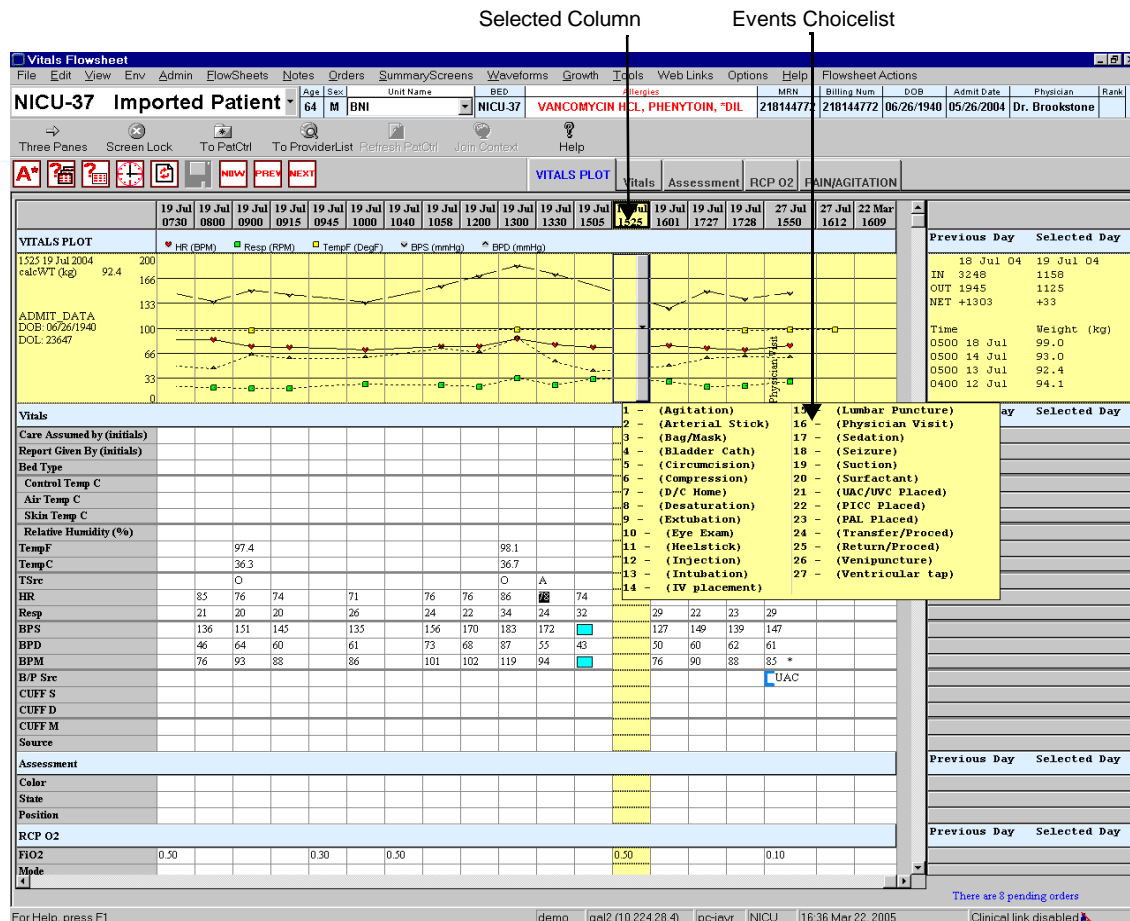
Step by Step

1. Select a column in the Vital Signs Plot section.
2. Select an event from the choicelist, *or* type the event in the column.

Additional Information

The selected column is highlighted and a drop-down choicelist or a free-text box is displayed, depending on the configuration.

The event is displayed vertically in the column.



Special Flowsheets

Chart IV Drug Infusion Dosages

The Vitals Flowsheet can be configured with an IV Drug Infusion section. Use the IV Drug Infusion section on a Vitals Flowsheet to chart and calculate drug dosages for IV meds or fluids as often as necessary, up to once per minute.

When a new rate is entered in an IV Drug Infusion time column, the dosage is automatically calculated and displayed. Similarly, the dosage can be charted directly. To compute the dosage for weight dependant IV Drugs, the patient's calculated weight must be on the I&O Flowsheet.

Step by Step

1. Select a data cell in the IV Drug Infusion section.
2. Type the new rate in the data cell and press **Enter**, or . . . enter **D** followed by the new dosage and press **Enter** or move the cursor to a different cell.

Additional Information

Use the Toggle Tooltip function, described on page 83, for a complete description of the IV Drug Infusion.

The new dosage is calculated and displayed in the selected cell.

The **D** disappears and the new dosage is displayed in the selected cell.

Selected Data Cell

Vitals Flowsheet

File Edit View Env Admin FlowSheets Notes Orders SummaryScreens Waveforms Tools Web Links Options Help Flowsheet Actions

300-25 SAVEME SICU, Jane 67 M MSI 300-25 NKA 50334519 50334519 03/30/1937 06/11/2004 Dr. Brookstone

Three Panes Screen Lock To PatCtrl To ProviderList Refresh PatCtrl Join Context Help

VITALS PLOT VITAL SIGNS IV DRUGS PAIN EVALUATION PCA CHEMO THERAPY

VITALS PLOT

1025 21 Oct 2004 180.30 111.3 2.3

ADMIT DATA

WT (kg): 111.8

Age: 67

VITAL SIGNS

	16 Jun 2100	16 Jun 2200	16 Jun 2301	17 Jun 0000	17 Jun 0100	17 Jun 0200	17 Jun 0300	17 Jun 0400	17 Jun 0500	17 Jun 0600	17 Jun 0642	17 Jun 0700	17 Jun 0800	17 Jun 0900	22 Jun 1235	21 Oct 1045
HR (BPM)	86	82	90	82	82	85	80	81	79	80	79		79	76	*	
Cardiac Rhythm																
Ectopy	None	None	None	None	None	None	None	None	None	None	None		None	None		
BPS	117	117	124	114	116	118	127	120	118	122			112	114		
BPD	53	53	56	51	51	53	56	53	53	54			47	48		
BPM	67	67	71	65	66	67	70	66	66	67			60	61		
Src																
TempF		100.9				100.6				99.5						
TempC		38.3				38.1				37.5						
Tsrc		Oral				Oral				Oral						
Resp	23	28	22	26	20	18	17	16	16	18	20		21	14		
CVP																
Train of Four										Na						

IVDRUGS

	16 Jun 2100	16 Jun 2200	16 Jun 2301	17 Jun 0000	17 Jun 0100	17 Jun 0200	17 Jun 0300	17 Jun 0400	17 Jun 0500	17 Jun 0600	17 Jun 0642	17 Jun 0700	17 Jun 0800	17 Jun 0900	22 Jun 1235	21 Oct 1045
VASOPRESSIN 0.04 U/min	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.08	0.04	0.04	0.04		
NOREPINEPHRINE 1.6 mcg/min	3.2	2.67	2.67	2.67	2.13	2.13	1.6	0	0	0	0	1.6	1.6	1.6		
DROTRECOGIN 24 mcg/kg/hr	24	24	24	24	24	24	24	24	24	24		24	24	24		
CALCIUM GLUCONATE 0 mEq/hr						2.23	2.23			0	0	DC				

PAIN EVALUATION

	16 Jun 2100	16 Jun 2200	16 Jun 2301	17 Jun 0000	17 Jun 0100	17 Jun 0200	17 Jun 0300	17 Jun 0400	17 Jun 0500	17 Jun 0600	17 Jun 0642	17 Jun 0700	17 Jun 0800	17 Jun 0900	22 Jun 1235	21 Oct 1045
Pain Intensity																
Pain Location																
Pain Scale Used																
Acceptable Level of Pain																
Quality of Pain																
Pain Pattern																

Previous Day Selected Day

	20 Oct 04	21 Oct 04
IN	0	0
OUT	0	0
NET	+0	+0
Time	0400 17 Jun	122.6
Weight (kg)	0400 16 Jun	121.6
	0300 15 Jun	120.7
	0300 14 Jun	118.7

VASOPRESSIN

NOREPINEPHRINE

DROTRECOGIN

CALCIUM GLUCONATE

Previous Day Selected Day

For Help, press F1

demo iql2 (10.224.28.4) pc-jayr SMH 10:30 Oct 21, 2004 Clinical link disabled

Fluid Balance (I&O) Flowsheet

Use the Fluid Balance (or Intake and Output) flowsheet to chart fluid intake and output values. Intake and output totals are automatically calculated to show fluid balance for patients. The Fluid Balance flowsheet contains the following specialized features:

- Summary Box
- Daily Summaries Section
- Totals Section
- Weights Section
- Intake and Outputs Sections

Summary Box

The Fluid Balance flowsheet can be configured with a summary box to display patient information that is imported from another flowsheet or a note. The summary box is usually configured to import admission data that relates to fluid balance.

Summary Box

The screenshot displays the Fluid Balance flowsheet for patient Juanita Lopez, Bed 300-5, dated May 7, 2002. The interface includes a menu bar, a toolbar, and a main data entry area. A 'Summary Box' is highlighted, showing patient details: HEIGHT: 148.9 (cm), BSA: <None>, and a list of allergies (Old Allergies: NKA). The main data entry area is organized into sections for Intake Fluids, IV Drrips, Outputs, and Totals. The 'Intake Fluids' section includes ORAL (NG Meds, IV Meds, LR +20 meq KCl, NS +20 meq KCl) and IV DRIPS (D5W+1Nipride, D5W+Nitroglycerin). The 'Outputs' section includes URINE (NG, CHEST TUBE, LAB DRAW BLOOD WASTED, EBL, EMESIS) and STOOIL. The 'Totals' section shows IN, OUT, and NET values. The 'Weights' section shows WT kg (72.58). The interface also includes a 'Day Eve Noc Tot' column for daily totals and a 'Clinical link disabled' message at the bottom right.

	0600	0700	0800	0900	1000	1100	1200	1300	1400	Day	Eve	Noc	Tot
INTAKE FLUIDS													
ORAL										0	0	0	0
NG Meds										0	0	0	0
IV Meds										0	0	0	0
LR +20 meq KCl @125 ^1000										0	0	0	0
NS +20 meq KCl @125 ^1000										0	0	0	0
IV DRIPS													
D5W+1Nipride ^250										0	0	0	0
>titrate to keep BP < 150										0	0	0	0
D5W+Nitroglycerin ^250										0	0	0	0
>titrate to keep BP < 150 sys										0	0	0	0
OUTPUTS													
URINE										0	0	0	0
NG										0	0	0	0
CHEST TUBE										0	0	0	0
LAB DRAW BLOOD WASTED										0	0	0	0
EBL										0	0	0	0
EMESIS										0	0	0	0
NG										0	0	0	0
>NG to high intermittent Suction										0	0	0	0
NG										0	0	0	0
>Record NG output q 4 hrs										0	0	0	0
STOOIL										0	0	0	0
TOTALS													
IN	[0] 0	0	0	0	0	0	0	0	0	0	0	0	0
OUT	[0] 0	0	0	0	0	0	0	0	0	0	0	0	0
NET	[+0] +0	+0	+0	+0	+0	+0	+0	+0	+0	0	0	0	0
WEIGHTS													
WT kg	72.58									WT kg (kg)			

Allergies: Old Allergies: NKA

For Help, press F1

14:49 May 07, 2002 Clinical link disabled

Special Flowsheets

Daily Summaries Section

The Daily Summaries section displays a summary of the intake and output values for each database item by shift (Day, Eve, Noc) and the combined value for the 24-hour day (Tot).

Totals Section

The Totals section displays the fluid balance for a patient. A built-in formula calculates the total intake (IN) and output (OUT) values and displays the net gain or loss (NET). The Totals section calculates the fluid balance for each time column that contains intake and/or output values.

Weights Section

The Weights section charts patient weight information, including the actual weight (WTkg), the calculated weight that determines medication dosage (calcWT), and the weight converted to pounds (Weight lbs).

Totals Section Weights Section Daily Summaries Section

Fluid Balance

File Edit View Admin FlowSheets Notes Orders Summary Screens Waveforms Tools Options Help Flowsheet Actions

Three Panels Screen Lock To PatCtrl Refresh PatCtrl Join Context Help

UNIT: ICU ENV: ICU User: demo Terminal: pc-jayr SrvHost: Isdemo

Pat: 300-5 Lopez, Juanita Bed: 300-5 Phy: Dr. Brookstone 1637 May 07, 2002

[Time: 1100 7 May 2002]

	0800	0900	1000	1100	1200	1300	1400	1500	1600	Day	Eve	Noc	Tot
HEIGHT: 148.9 (cm) BSA: <None>													
ORAL	190	160	100	130	150	220	190	180		950	370	0	1320
NG Meds										0	0	0	0
IV Meds										0	0	0	0
LR +20 meq KCl @125 ^1000			@	^1000						0	0	0	0
NS +20 meq KCl @125 ^1000			@	^1000						0	0	0	0
IV DRIPS													
D5W+Nipride titrate to keep BP < 150 ^250				^250						0	0	0	0
D5W+Nitroglycerin titrate to keep BP < 150 sys ^250				^250						0	0	0	0
OUTPUTS													
URINE	130	110	100	120	110	150	120	110		720	230	0	950
NG										0	0	0	0
CHEST TUBE	75	50	65	60	55	50	60	80		355	140	0	495
LAB DRAW BLOOD WASTED										0	0	0	0
EEL										0	0	0	0
EMESIS										0	0	0	0
NG										0	0	0	0
NG to high intermittent Suction										0	0	0	0
Record NG output q 4 hrs										0	0	0	0
STOOL										0	0	0	0
TOTALS													
IN	[0] 190	160	100	130	150	220	190	180	0	950	370	0	1320
OUT	[0] 205	160	165	180	165	200	180	190	0	1075	370	0	1445
NET	[+0] -15	+0	-65	-50	-15	+20	+10	-10	+0	-125	0	0	-125
WEIGHTS													
WT kg	72.58									WT kg (kg)			
calcWT										calcWT (kg)			

Allergies: Old Allergies: NKA

For Help, press F1

16:37 May 07, 2002 Clinical link disabled

Intake and Outputs Sections

The Intake and Output sections chart intake and output values for patients. The intake and output sections can be configured with subsections to further organize fluids. For example, the Intake section can be configured with Intake Fluids and IV Drips subsections.

Intake and output fluids are sorted into categories within the sections of the flowsheet. The categories that are commonly used are: Output, IV, Drug, TPN, Meds, Oral, NG, Crystalloid, Colloid, Blood, Urine, NG, Output, Chest Tube Output, Blood Outputs, and Irrigations. As fluids are assigned, they are sorted and placed in the flowsheet using the criteria in the order specified below.

1. By Fluid—Intake or Output
2. By Fluid Category
3. By Fluid Name in alphabetical order
4. By the Order of Time Assigned

Intake Flowsheet rows typically display the following information:

- Name
- Site
- Label Comment
- Rate at Date / Time of Active Cell
- Volume (in cc)

		Volume (cc)	Active Cell	Rate (@) at Date / Time of Active Cell
IV FLUIDS				
	D5W+DOPAMINE ~Right Wrist »START IF BP CONTINUES TO DROP.	@6 ^250		
Label Comment	D5W+HEPARIN »CHECK DR. ORDER FOR DOSAGE	^500		
Site (~)	D5W+HEPARIN ~LEFT ARM	@14 ^500		
Fluid Name	D5W+NITROGLYCERIN	@3 ^500		
	D5W+NITROGLYCERIN	@6 ^500		
	Sterile Water+INTEGRILIN ~LEFT WRIST	@5 ^100		
OUTPUTS				
	URINE			
	EMESIS			

Special Flowsheets

Change Site of Fluid

The Site Change function is used to record a site change for an IV fluid.

Step by Step

1. Select the appropriate data cell in the Fluid Balance flowsheet.
2. Click **Flowsheet Actions** on the Menu Bar and select **Site Change** from the drop-down menu.
 - or -
 - Right mouse click in the data cell and select **Site Change** from the **Shortcut Menu**.
 - or -
 - Type the **Tilde (~)** symbol and press **Enter**.

Additional Information

The Site Change menu is displayed.

Flowsheet Actions Menu Selected Data Cell Shortcut Menu

The screenshot displays the Fluid Balance flowsheet interface. The menu bar at the top includes 'File', 'Edit', 'View', 'Admin', 'FlowSheets', 'Notes', 'Orders', 'Summary Screens', 'Waveforms', 'Tools', 'Options', and 'Help'. The 'Flowsheet Actions' menu is open, showing options: 'D/C', 'New Order', 'Annotation', 'View Edit History', 'Describe Item', 'Copy Forward', 'Site Change', and 'Weight History'. The 'Selected Data Cell' is highlighted in the 'IV DRIPS' section, specifically the cell for 'D5W+Nipride' at 1000. The 'Shortcut Menu' is also open, showing the same options as the 'Flowsheet Actions' menu. The flowsheet itself is divided into several sections: 'PATIENT INFORMATION' (UNIT: ICU, ENV: ICU, Pat: 300-5 Lopez, Juanita), 'VITALS' (HEIGHT: 148.9 (cm), BSA: <None>), 'MEDICATIONS' (ORAL, NG Meds, IV Meds, LR +20 meq KCl, NS +20 meq KCl), 'IV DRIPS' (D5W+Nipride, D5W+Nitroglycerin), 'OUTPUTS' (URINE, NG, CHEST TUBE, LAB DRAW BLOOD WASTED, EBL, EMESIS), 'TOTALS' (IN, OUT, NET), and 'WEIGHTS' (WT kg, calc WT). The 'Day Eve Noc Tot' summary table is on the right.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	Day	Eve	Noc	Tot
ORAL	190	160	100							950	370	0	1320
NG Meds										0	0	0	0
IV Meds										0	0	0	0
LR +20 meq KCl	@125		@1000							0	0	0	0
NS +20 meq KCl	@125		@1000							0	0	0	0
IV DRIPS													
D5W+Nipride										0	0	0	0
D5W+Nitroglycerin										0	0	0	0
OUTPUTS													
URINE	130	110	100	120	110					720	230	0	950
NG										0	0	0	0
CHEST TUBE	75	50	65	60	55					355	140	0	495
LAB DRAW BLOOD WASTED										0	0	0	0
EBL										0	0	0	0
EMESIS										0	0	0	0
NG										0	0	0	0
NG to high intermittent Suction										0	0	0	0
Record NG output q 4 hrs										0	0	0	0
STOOL										0	0	0	0
TOTALS													
IN	[0] 190	160	100	130	160	220	190	180	0	950	370	0	1320
OUT	[0] 205	160	185	180	165	200	180	190	0	1075	370	0	1445
NET	[+0] -15	+0	-65	-50	-15	+20	+10	-10	+0	-125	0	0	-125
WEIGHTS													
WT kg	72.58									WT kg (kg)			
calc WT										calc WT (kg)			

Allegies: Old Allegies: NKA

Copy Forward Explanation

17:05 May 07, 2002 Clinical link disabled

Step by Step

Additional Information

3. Select the new IV site from the Site menu.
4. Select a time and date for the site change from the Time field.
5. Click the **OK** button.

Click once to select a site and again to cancel the selection.

The default time is the time and date for the data cell in Step 1.

Time Field Site Menu OK Button

Fluid Balance

File Edit View Admin FlowSheets Notes Orders Summary Screens Waveforms Tools Options Help Flowsheet Actions

Three Panes Screen Lock To PatCtrl Refresh PatCtrl Join Context Help

UNIT: ICU ENV: ICU User: demo Terminal: pc-jayr SrvHost: Isdemo

Pat: 300-5 Lopez, Juanita Bed: 300-5 Phy: Dr. Brookstone 1729 May 07, 2002

Site Change

Name: D5W+Nitroglycerin

Site: Right

Rate (ml/hr):

Time: 1100 07 May 2002

OK Cancel

	0800	0900		1500	16	Day	Eve	Noc	Tot	
HEIGHT: 148.9 (cm)										
BSA: <None>										
ORAL		190				950	370	0	1320	
NG Meds						0	0	0	0	
IV Meds						0	0	0	0	
LR +20 meq KCl @125 *1000						0	0	0	0	
NS +20 meq KCl @125 *1000						0	0	0	0	
IV DRIPS										
D5W+Nipride *250						0	0	0	0	
>titrate to keep BP < 150										
D5W+Nitroglycerin *250						0	0	0	0	
>titrate to keep BP < 150 sys										
OUTPUTS										
URINE		130				720	230	0	950	
NG						0	0	0	0	
CHEST TUBE		75				355	140	0	495	
LAB DRAW BLOOD WASTED						0	0	0	0	
EBL						0	0	0	0	
EMESIS						0	0	0	0	
NG						0	0	0	0	
>NG to high intermittent Suction						0	0	0	0	
NG						0	0	0	0	
>Record NG output q 4 hrs						0	0	0	0	
STOOL						0	0	0	0	
TOTALS										
IN	[0]	190	160	100	130	150	220	190	190	0
OUT	[0]	205	180	185	180	165	200	180	190	0
NET	[+0]	-15	+0	-85	-50	-15	+20	+10	-10	+0
WEIGHTS										
WT kg		72.58								
calcWT										

Allergies: Old Allergies: NKA

For Help, press F1

17:29 May 07, 2002 Clinical link disabled

Special Flowsheets

Hang New Fluid

Step by Step

1. Select a data cell in the Intake section of the Fluid Balance flowsheet.
2. Type a **Caret (^)** symbol and the amount of fluid in cc units.

Additional Information

The Hang New Fluid function applies only to IV orders in the Fluid Balance flowsheet.

Hang New Fluid

Fluid Balance

File Edit View Admin FlowSheets Notes Orders Summary Screens Waveforms Tools Options Help Flowsheet Actions

Three Panes Screen Lock To PatCtrl Refresh PatCtrl Join Context Help

UNIT: ICU ENV: ICU User: demo Terminal: pc-jayr SrvHost: Isdemo

Pat: 300-5 Lopez, Juanita Bed: 300-5 Phy: Dr. Brookstone 0940 May 08, 2002

DC NEW A* ? ? ? ? ? ? ? ? ? ?

[Time: 1300 7 May 2002]

HEIGHT: 149.9 (cm) BSA: <None>	0800	0900	1000	1100	1200	1300	1400	1500	1600	Day	Eve	Noc	Tot
INTAKE FLUIDS													
ORAL	190	160	100	130	150	220	190	180		950	370	0	1320
NG Meds										0	0	0	0
IV Meds										0	0	0	0
LR +20 meq KCl @125 ^1000			@ ^1000			^250				0	0	0	0
NS +20 meq KCl @125 ^1000			@ ^1000							0	0	0	0
IV DRIPS													
D5W+Nipride ^250			^250							0	0	0	0
>ttrate to keep BP < 150													
D5W+Nitroglycerin ^250			^250							0	0	0	0
>ttrate to keep BP < 150 sys													
OUTPUTS													
URINE	130	110	100	120	110	150	120	110		720	230	0	950
NG										0	0	0	0
CHEST TUBE	75	50	65	60	55	50	60	80		365	140	0	495
LAB DRAW BLOOD WASTED										0	0	0	0
EBL										0	0	0	0
EMESIS										0	0	0	0
NG										0	0	0	0
>NG to high intermittent Suction										0	0	0	0
NG										0	0	0	0
>Record NG output q 4 hrs										0	0	0	0
STOOL										0	0	0	0
TOTALS													
IN	[0] 190	160	100	130	150	220	190	180	0	950	370	0	1320
OUT	[0] 205	160	165	180	185	200	180	190	0	1075	370	0	1445
NET	[+0] -15	+0	-65	-50	-15	+20	+10	-10	+0	-125	0	0	-125
WEIGHTS													
WT kg	72.58									WT kg (kg)			

Allergies: Old Allergies: NKA

For Help, press F1

09:40 May 08, 2002 Clinical link disabled

Change Fluid Rate

Step by Step

Additional Information

1. Select a data cell in the Intake section of the Fluid Balance flowsheet.
2. Type the **At (@)** symbol followed by the new fluid rate in ml/hr.

The Fluid Rate function applies only to IV orders in the Fluid Balance flowsheet.

Fluid Rate

Fluid Balance
_ | x

File Edit View Admin FlowSheets Notes Orders Summary Screens Waveforms Tools Options Help FlowSheet Actions

Three Panes
Screen Lock
To PatCtrl
Refresh PatCtrl
Join Context
Help
CCU

UNIT: ICU ENV: ICU User: demo Terminal: pc-jayr SrvHost: lsdemo

Pat: 300-5 Lopez, Juanita Bed: 300-5 Phy: Dr. Brookstone 0952 May 08, 2002

DC
NEW
A
?
?
?
?
?

[Time: 1000 7 May 2002]

HEIGHT: 149.9 (cm) BSA: <None>	0800	0900	1000	1100	1200	1300	1400	1500	1600	Day Eve Noc Tot
INTAKE FLUIDS										
ORAL	190	160	100	130	150	220	190	180		950 370 0 1320
NG Meds										0 0 0 0
IV Meds			@25							0 0 0 0
LR +20 meq KCl	@125		@	^1000						0 0 0 0
NS +20 meq KCl	@125		@	^1000						0 0 0 0
	^1000									
IV DRIPS										
D5W+Nipride										0 0 0 0
>titrate to keep BP < 150	^250		^250							
D5W+Nitroglycerin										0 0 0 0
>titrate to keep BP < 150 sys	^250		^250							
OUTPUTS										
URINE	130	110	100	120	110	150	120	110		720 230 0 950
NG										0 0 0 0
CHEST TUBE	75	50	65	60	55	50	60	80		355 140 0 495
LAB DRAW BLOOD WASTED										0 0 0 0
EBL										0 0 0 0
EMESIS										0 0 0 0
NG										0 0 0 0
>NG to high intermittent Suction										0 0 0 0
NG										0 0 0 0
>Record NG output q 4 hrs										0 0 0 0
STOOL										0 0 0 0
TOTALS										
IN	[0] 190	160	100	130	150	220	190	180	0	950 370 0 1320
OUT	[0] 205	160	165	180	165	200	180	190	0	1075 370 0 1445
NET	[+0] -15	+0	-65	-50	-15	+20	+10	-10	+0	-125 0 0 -125
WEIGHTS										
WT _{KR}	72.58									WT kg (kg)
Allergies: Old Allergies: NKA										

For Help, press F1
 09:52 May 08, 2002 Clinical link disabled

Chart Incremental Increases of Outputs

Use the Incremental Increase function to increase an output volume on the Fluid Balance flowsheet.

Step by Step

1. Select the data cell that contains the output volume requiring modification.
2. Type a **Plus (+)** sign followed by the increase-in-output value.
3. Press **Enter**.

Additional Information

The Incremental Increase function applies only to the Outputs section of the Fluid Balance flowsheet.

The increase in output value is added to the original output value, and the sum is displayed.

Incremental Increase

The screenshot shows the Fluid Balance flowsheet for patient Juanita Lopez, Room 300-5, dated May 08, 2002. The interface includes a menu bar, a toolbar, and a data entry grid. The grid is organized into columns for time intervals (0800, 0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600) and rows for various fluid balance categories: INTAKE FLUIDS, IV DRIPS, and OUTPUTS. The 1200 column is currently selected, and the value 120 is being edited. The 'Incremental Increase' function is being demonstrated by adding a value to the existing output volume.

	0800	0900	1000	1100	1200	1300	1400	1500	1600	Day	Eve	Noc	Tot
INTAKE FLUIDS													
ORAL	190	160	100	130	150	220	190	180		950	370	0	1320
NG Meds										0	0	0	0
IV Meds @25										0	0	0	0
LR +20 meq KCl @125 ^1000			@							0	0	0	0
NS +20 meq KCl @125 ^1000			@			^250		625		0	625	0	625
IV DRIPS													
D5W+Nipride ^250				^250						0	0	0	0
»titrate to keep BP < 150										0	0	0	0
D5W+Nitroglycerin ^250				^250						0	0	0	0
»titrate to keep BP < 150 sys										0	0	0	0
OUTPUTS													
URINE	130	110	100	120	120	150	120	110		720	230	0	950
NG										0	0	0	0
CHEST TUBE	75	50	65	60	55	50	60	80		355	140	0	495
LAB DRAW BLOOD WASTED										0	0	0	0
EBL										0	0	0	0
EMESIS										0	0	0	0
NG										0	0	0	0
»NG to high intermittent Suction										0	0	0	0
»Record NG output q 4 hrs										0	0	0	0
STOOL										0	0	0	0
TOTALS													
IN	[0] 190	160	100	130	150	220	815	180	0	950	995	0	1945
OUT	[0] 205	160	165	180	165	200	180	190	0	1075	370	0	1445
NET	[+0] -15	+0	-65	-50	-15	+20	+835	-10	+0	-125	625	0	500
WEIGHTS													

Allegies: Old Allegies: NKA

For Help, press F1

10:19 May 08, 2002 Clinical link disabled

Special Flowsheets

View Weight History

Use the **Weight History** function to view a patient's weight history.

Step by Step

1. Select a data cell in the Intake or Outputs section of the Fluid Balance flowsheet.
2. Click **Flowsheet Actions** on the Menu Bar and select **Weight History** from the drop-down menu.
- or -
Right mouse click in the data cell and select **Weight History** from the **Shortcut Menu**.
3. Click the **OK** button to close the **Weight History** summary box.

Additional Information

The **Weight History** summary box is displayed.

OK Button

Flowsheet Actions Menu

Selected Data Cell

Shortcut Menu

Fluid Balance

File Edit View Admin FlowSheets Notes Orders Summary Screens Waveforms Tools Options Help

Three Panes Screen Lock To PatCtrl Refresh PatCtrl Join Context

UNIT: ICU ENV: ICU

Pat: 300-5 Lopez, Juanita

Terminal: pc-jayr SrvHost: Isdemo

Phy. Dr. Brookstone 1055 May 08, 2002

HEIGHT: 149.9 (cm) BSA: <None>

NG Meds

IV Meds

LR +20 meq KCl

NS +20 meq KCl

IV DRIPS

D5W+Nipride

WEIGHT HISTORY

0905 22 Aug 72.6 WT kg

120 60 20 110 720 230 0 950

150 220 815 180 0 950 995 0 1945

165 200 180 190 0 1075 370 0 1445

-15 +20 +635 -10 +0 -125 625 0 500

WT kg (kg)

calcWT (kg)

Allergies: Old Allergies: NKA

Copy Forward Explanation

10:55 May 08, 2002 Clinical link disabled

Medications Flowsheet

Use the Medications flowsheet to chart medication orders. Orders can be delivered, discontinued, held, or rescheduled on the Medications flowsheet. Remarks can also be created to note important information about a medication order.

The Medications flowsheet is divided into sections that are configurable to the requirements of each hospital. Sections of medication orders can be configured in the following two ways:

1. According to medication Schedule
For example: PRN, Scheduled, STAT
2. According to medication Type
For example: Antibiotics, IV Fluids, Pain Medications

[illegible]

Hold Med

Special Flowsheets

Medication rows can display the following information:

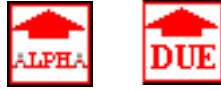
Route	Name of Medication	Dosage	Frequency	Delivery	Schedule Marker	DC Order			
		29 Oct 0600	29 Oct 0700	29 Oct 0800	29 Oct 0900	29 Oct 1000	29 Oct 1100	29 Oct 1200	29 Oct 1300
SCHEDULED MEDICATIONS									
~INHAL	ALBUTEROL (VENTOLIN,PROVENTIL) <REF 171> »plus prn. SYNTHROID	mg ML RTq4h-while-awake 50 MCG							
~PO		QD							
MVI		1 TAB							
~PO		QD							
THIAMINE		100 MG							
~PO		QD							
FOLIC ACID		1 MG							
~PO		QD							
Liquid									
FLUCONAZOLE		400 MG							
~PO		QHS							
»AFTER INITIAL DOSE									
PRAVACHOL		10 MG							
~PO		QHS							
ABACAVIR (ZIAGEN) <REF 31>		1 MG							
~PO		Q2							
»Comment									
Delivery Remark									

Remark Order Comment Delivery Comment Held Order

- Name of medication
- Route
- Dosage
- Frequency
- Schedule Markers
- Order Comment - This comment originates in the Order Editor and is a permanent part of the order. It cannot be altered.
- Remarks - This feature is described in "Medication Remarks" on page 106.
- Deliveries - This feature is described in "Deliver Medication" on page 103.
- Delivery Comment - A comment can be placed in the data cell for the delivered medication. Select the data cell and enter the comment. Comments must begin with an alpha character. The comment appears on the second line of the data cell, under the dose line.
- Discontinued (DC) orders - This feature is described in "Discontinue Medication" on page 105.
- Held Orders - This feature is described in "Hold Medication Delivery" on page 104.

Sorting Scheduled Medications

An optional icon can be used in Medications flowsheets to sort medication orders by the most overdue or in alphabetical order. The icon appears only when the cursor is in a medications section and the section is labelled **Scheduled Medications**. The icon is disabled when a new time column is added that is not hourly.



The icon label toggles between **Due** and **Alpha** depending on the state of the Medication flowsheet.

When the flowsheet is opened, the default sort is by most-overdue medications and the icon is labeled **Alpha**. If the scheduled medication is X1 and has not been given and does not display the scheduled marker, or the schedule box is red (meaning overdue) it is listed first. Note that the flowsheet can be configured to *not* have a Stat section. All Stat markers then display first in the Medications flowsheet.

Click the **Alpha** icon to sort and display the medication orders in alphabetic order.

Overdue medications are sorted by the schedule markers on the current page, regardless of the marker color. Also, when **Give Med**, **Hold Med**, or an annotation is given within the due time, medications are sorted starting with the next schedule marker. Schedule markers are displayed in red for medications that are more than an hour overdue. Contact CliniComp Client Services to activate this feature.

New Order

A new order can be initiated from the **Flowsheet Actions** menu, the **New** icon on the Icon bar, or from the shortcut menu. Refer to "Order Editor from a Flowsheet" on page 198 for detailed instructions.

Special Flowsheets

Deliver Medication

Use the following steps to chart a patient's medication delivery.

Step by Step

1. Select a data cell for the medication delivery.
2. Select **Give Med** from the **Flowsheet Actions** drop-down menu on the Menu Bar or . . .
right mouse click in the data cell and select **Give Med** from the **Shortcut Menu** or . . .
click on the **Give Med** icon or . . .
press the **Insert** key on the keyboard or . . .
enter a comment in the selected data cell.

Additional Information

A delivery marker is displayed in the selected data cell. A delivery marker is displayed as either a check mark or the dose delivered (a configured option).

Also, the dose ordered can be keyed-in. The check mark (if configured) appears when the keyed-in dose matches the ordered dose, including character spacing and case.

Give Med Icon Flowsheet Actions Menu Selected Data Cell Shortcut Menu

PATIENT MEDICATIONS

File Edit View Admin Flowsheets Notes Orders Summary Screens Waveforms Tools Options Help

Three Panels Screen Lock To PatCtrl Refresh PatCtrl Join Ctrl

UNIT: ICU ENV: ICU

Pat: 800-5 Lopez, Juanita

Terminal: pc-jayr SrvHost: Isdemo

Phy: Dr. Brookstone 1247 May 08, 2002

09 10 11 15 16 17 18 19 20 21

SCHEDULED MEDICATIONS

Normal Saline 5 ML Neb. Inhaler 0.9% SOLN 100 MG
-IV Q6

@Remarks

Cardizem 30 mg
-PO TID

Digoxin 0.125 mcg
-PO QD

STAT/ONE TIME MEDS

PHENYTOIN 100MG (DILANTIN) CAP 250MG
-IV X1

Esmolol 000 mcg
-IV STAT

» 500 mcg/kg bolus then gtt

PRN MEDICATIONS

IV DRIPS

Nitroglycerin 50 mg
-IVB Add

» in 250cc D5W SGN

Nipride 50 mg
-IVB Add

» in 250cc D5W SGN

OTHER MEDICATIONS

20 meq KCl
-IVB Add

» 1000cc NS + 20 meq KCl SGN

20 meq KCl
-IVB Add

» 1000cc LR + 20 meq KCl SGN

Kefzol 1 gm
-IV Q8 HRS

Allergies: Old Allergies: NKA

Give Med Explanation

12:47 May 08, 2002 Clinical link disabled

Special Flowsheets

The Check-Mark Option - When the check mark is displayed, it specifies that the medication dose delivered is the dose amount ordered. To deliver a different dose than ordered, select the data cell where the dose is to appear and key-in the new amount, beginning with the numerical value of the dose followed by the unit of measure, such as **20 MG**.

Hold Medication Delivery

Use the following steps to place a hold order on a medication delivery to a patient:

Step by Step

Additional Information

1. Select a data cell in a time column for the medication to be held.
2. Select **Hold Med** from the **Flowsheet Actions** drop-down menu *or* . . . right click in the data cell to select **Hold Med** from the **Shortcut Menu** *or* . . . click on the **Hold Med** icon.

Hold Med Icon Flowsheet Actions Menu Selected Data Cell Shortcut Menu

PATIENT MEDICATIONS

File Edit View Admin Flowsheets Notes Orders Summary Screens Waveforms Tools Options Help

Three Panes Screen Lock To PatCtrl Refresh PatCtrl Join Context

UNIT: ICU ENV: ICU

Pat: 300-5 Lopez, Juanita

Terminal: pc-jayr SrvHost: Isdemo

Phy: Dr. Brookstone 1325 May 08, 2002

09 10 11 12 13 14 15 16 17 18 19 20 21

SCHEDULED MEDICATIONS

Normal Saline 5 ML Neb. Inhaler 0.9% SOLN 100 MG
-IV Q6

@Remarks

Cardizem 30 mg
-PO TID

Digoxin 0.125 mcg
-PO QD

STATION/ONE TIME MEDS

PHENYTOIN 100MG (DILANTIN) CAP 250MG
-IV X1

Esmolol 000 mcg
-IV STAT

»500 mcg/kg bolus then gtt

PRN MEDICATIONS

IV DRIPS

Nitroglycerin 50 mg
-IVB Add

»in 250cc D5W SGN

Nipride 50 mg
-IVB Add

»in 250cc D5W SGN

OTHER MEDICATIONS

20 meq KCl
-IVB Add

» 1000cc NS +20 meq KCl SGN

20 meq KCl
-IVB Add

» 1000cc LR +20 meq KCl SGN

Kefzol 1 gm
-IV Q8 HRS

Allergies: Old Allergies: NKA

Hold Med Explanation

13:25 May 08, 2002 Clinical link disabled

Discontinue Medication

A medication row that is discontinued drops off of the flowsheet screen after a specified time period. A medication row that is Discontinued is discontinued on every flowsheet the medication appears. For sites with a pharmacy interface, external orders can be discontinued from a flowsheet. This option is configured by CliniComp Client Services.

Step by Step

1. Select the data cell for the medication you would like to discontinue.
2. Click **Flowsheet Actions** on the Menu Bar and select **D/C** from the drop-down menu.
 - or -
 - Right mouse click in the data cell and select **D/C** from the **Shortcut Menu**.
 - or -
 - Click the **DC** icon.

Additional Information

An arrowhead appears in the selected data cell and a bar indicates that the medication is cancelled in the subsequent data cells.

To remove the **D/C** command from a medication, click on the data cell that contains the arrowhead and click **D/C** again.

To adjust the **D/C** time forward or back, click on the desired data cell and select **D/C** again.

DC Icon Flowsheet Actions Menu Shortcut Menu Selected Data Cell

The screenshot displays the 'PATIENT MEDICATIONS' window for patient '300-5 Lopez, Juanita'. The interface includes a menu bar with 'Flowsheet Actions' open, showing options like 'D/C', 'New Order', 'Give Med', etc. A 'DC' icon is visible in the top toolbar. The main area shows medication rows categorized into 'SCHEDULED MEDICATIONS', 'STATION TIME MEDS', 'PRN MEDICATIONS', 'IV DRIPS', and 'OTHER MEDICATIONS'. A 'D/C' command is being applied to a data cell in the 'SCHEDULED MEDICATIONS' section, specifically for 'Normal Saline 5 ML Neb. Inhaler 0.9% SOLN 100 MG'. A 'Shortcut Menu' is also shown, with 'D/C' highlighted. A note box states: 'Note: The format of the "DC" characters shown in the data cell is configurable.'

UNIT: ICU ENV: ICU Pat: 300-5 Lopez, Juanita

Terminal: pc-jayr SrvHost: Isdemo

Phy: Dr. Brookstone 1347 May 08, 2002

Time: 09 10 11

SCHEDULED MEDICATIONS

Normal Saline 5 ML Neb. Inhaler 0.9% SOLN 100 MG -IV Q6

Cardizem 30 mg -PO TID

Digoxin 0.125 mcg -PO QD

STATION TIME MEDS

PHENYTOIN 100MG (DILANTIN) CAP 250MG -IV X1

Esmolol 000 mcg -IV STAT

>500 mcg/kg bolus then gtt

PRN MEDICATIONS

IV DRIPS

Nitroglycerin 50 mg -IV Add

>in 250cc D5W SGN

Nipride 50 mg -IV Add

>in 250cc D5W SGN

OTHER MEDICATIONS

20 meq KCl -IV Add

>1000cc NS +20 meq KCl SGN

20 meq KCl -IV Add

>1000cc LR +20 meq KCl SGN

Kefzol 1 gm -IV Q8 HRS

Allergies: Old Allergies: NKA

D/C Explanation

13:47 May 08, 2002 Clinical link disabled

Medication Remarks

Use Medication Remarks to display information that is pertinent to a medication. A Remark can be edited or deleted (unlike an order Comment that cannot be edited or deleted).

Step by Step

1. Select a data cell for the medication remark.
2. Select **Remarks** from the **Flowsheet Actions** drop-down menu, or . . .
Right click in the data cell and select **Remarks** from the **Shortcut Menu**.

Additional Information

The **Medication Remarks** window displays.

Flowsheet Actions Menu Selected Data Cell Shortcut Menu

The screenshot displays the 'PATIENT MEDICATIONS' window for patient 'Lopez, Juanita' in the ICU. The interface includes a menu bar, a toolbar, and a main grid for medication administration. The 'Flowsheet Actions Menu' is open, showing options like 'D/C', 'New Order', 'Give Med', 'Hold Med', 'Annotation', 'View Edit History', 'Describe Item', 'Copy Forward', 'Remarks', 'Set Frequency', 'Reset Schedule', 'Set Schedule', 'Delay Schedule', 'Enter Time', 'End Row', 'Zoom In', 'Zoom Out', 'Refresh Flowsheet', and 'Store Changes'. The 'Remarks' option is highlighted. The 'Shortcut Menu' is also open, showing a similar set of options. The 'Selected Data Cell' is highlighted in the grid. The grid shows various medication orders, including 'Normal Saline 5 ML Neb. Inhaler 0.9% SOLN 100 MG -IV', 'Cardizem 30 mg -PO', 'Digoxin 0.125 mcg -PO', 'PHENYTOIN 100MG (DILANTIN) CAP 250MG -IV', 'Esmolol 000 mcg STAT -IV', 'Nitroglycerin 50 mg -IVB', 'Nipride 50 mg -IVB', '20 meq KCl -IVB', and 'Kefzol 1 gm -IV'. The 'Remarks' window is open for the selected data cell, showing a list of remarks.

UNIT: ICU ENV: ICU

Pat: 300-5 Lopez, Juanita

Terminal: pc-jayr SrvHost: Isdemo

Phy: Dr. Brookstone 1428 May 08, 2002

09 10 11 12 13 14 15 16 17 18 19 20 21

SCHEDULED MEDICATIONS

Normal Saline 5 ML Neb. Inhaler 0.9% SOLN 100 MG -IV 06

Cardizem 30 mg -PO TID

Digoxin 0.125 mcg -PO OD

STATION TIME MEDS

PHENYTOIN 100MG (DILANTIN) CAP 250MG -IV X1

Esmolol 000 mcg STAT -IV

»500 mcg/kg bolus then qtt

PRN MEDICATIONS

IV DRIPS

Nitroglycerin 50 mg -IVB Add

»in 250cc D5W SGN

Nipride 50 mg -IVB Add

»in 250cc D5W SGN

OTHER MEDICATIONS

20 meq KCl -IVB Add

»1000cc NS +20 meq KCl SGN

20 meq KCl -IVB Add

»1000cc LR +20 meq KCl SGN

Kefzol 1 gm -IV 06 HRS DEM

Allergies: Old Allergies: NKA

Copy Forward Explanation 14:28 May 08, 2002 Clinical link disabled

Step by Step

Additional Information

3. Type the remark in the **Remarks** field.
4. Select a date and time from the Time field.
5. Click the **OK** button.

The default is the date and time of the data cell selected in Step 1.

The remark is displayed beneath the medication label.

To edit a remark, repeat Steps 1thru 5 and type the new remark in Step 3. To delete a remark, repeat Steps 1thru 5 but skip Step 3 (leave the **Remarks** field blank).

Remark Time and Date Remarks Field OK Button

The screenshot displays the 'PATIENT MEDICATIONS' window. At the top, patient information is shown: UNIT: ICU, ENV: ICU, User: demo, Terminal: pc-jayr, SrvHost: Isdemo. Below this, the patient's name 'Lopez, Juanita' and bed number '300-5' are listed. A time bar at the top indicates the current time is 12:00 on 7 May 2002. The main area is a grid for scheduling medications, with columns for hours 09 through 21. A 'Medication Remarks' dialog box is open, showing the 'Normal Saline 5 ML Neb. Inhaler 0.9%' medication. The dialog has fields for Name, Frequency (Q6), Comment, Remarks, and Time (1200 07 May 2002). The 'Remarks' field is currently empty. The 'OK' button is highlighted. The background grid shows various medications like Cardizem, Digoxin, and others with their respective dosages and frequencies.

Note: the remark displays in the data cell containing the remark and subsequent data cells.

Lab Entry Flowsheet

Use the **Lab Entry Flowsheet** to chart the results of lab tests. Data can be entered directly in the **Lab Entry Flowsheet**, or information can be sent through an interface with a laboratory computer system. The **Lab Entry Flowsheet** contains the following specialized features:

- High/Low Flags
- Toggle Tooltip

High/Low Flags

High and low flags can be configured to indicate when lab results have values outside a specified normal range. A value that is higher than the normal range is indicated with an **H** and a value that is lower than the normal range is indicated with an **L**. These flags are displayed for data received only through an interface.

Toggle Tooltip

The Toggle Tooltip feature (see Toggle Tooltip on page 83) displays a high/low flag, if any, followed by the normal range for the lab test.

High Flag Low Flag Toggle Tooltip Feature

The screenshot displays the 'Lab Entry Flowsheet' application window. At the top, there's a menu bar and a toolbar. Below that, patient information is shown: UNIT: ICU, ENV: ICU, User: demo, Terminal: pc-jayr, SrvHost: Isdemo. Patient details include Pat: 300-2, Berner, Benjamin, Bed: 300-2, Phy: Dr. Fallbrook, and date 1523 May 08, 2002. A time stamp indicates [Time: 1120 18 Jul 2001].

The main data table is organized by date columns: 15 Jul 0412, 16 Jul 0542, 16 Jul 1515, 17 Jul 0440, 18 Jul 1120, 19 Jul 0450, 20 Jul 0420, 20 Jul 1130, 21 Jul 0400, and 8 May 1421. The table is divided into sections: BLOOD TYPING, CBC, and CHEMISTRY.

BLOOD TYPING: Blood Type & Rh (BPOS), Antibody Screen (NEGATT).

CBC:

- WBC: 9.5, 11.3 H, 10.0, 9.5, 8.9, 8.4
- Hgb: 8.4 L, 7.9 L, 7.7 L, 23.2 L (Flag: L, Normal Range: 14.0-17.5), 9.7 L, 29.6 L
- Hct: 26.6 L, 24.9 L, 407 H, 444 H, 419 H, 390
- Plt Ct: 290, 324, 91, 90, 30
- MCV: 92, 92, 3 L, 4 L, 3 L, 3 L
- RBC: 3, 3, 30, 30, 29, 30
- MCH: 29, 29, 33, 33, 33, 33
- MCHC: 32, 32 L, 12.6, 13.0, 12.5, 13.0
- RDW: 13.0, 13.1, 7.1, 7.0, 6.8, 7.2
- MPV: 7.4, 7.6, 8.6 H, 8.3 H, 7.6 H, 7.4
- Neut Ct: 8.1 H, 10.3 H, 0.8 L, 0.4 L, 0.5 L, 0.4 L
- Lymph Ct: 0.7 L, 0.4 L, 0.2, 0.3, 0.2, 0.2
- Monos Ct: 0, 0, 0, 0, 0, 0
- Eos Ct: 0.0, 0.0, 0.1, 0.0, 0.0, 0.0
- Baso Ct: 85 H, 91 H, 86 H, 87 H, 86 H, 88 H
- Neut (%): 7 L, 4 L, 8 L, 4 L, 6 L, 5 L
- Lymphocytes (%): 3, 2, 2, 3, 3, 3
- Monocytes (%): 5, 3, 4, 5, 5, 4
- EOSINOPHILS (%): 0.0, 0.0, 1.0, 0.0, 0.0, 0.0
- Basophils (%):

CHEMISTRY:

- Gluc: 192 H, 210 H, 142 H, 196 H, 196 H
- BUN: 32 H, 37 H, 28 H, 27 H, 28 H
- Creat: 1.3, 1.1, 1.0, 0.9, 0.9
- Na: 135 L, 135 L, 135 L, 133 L, 132 L
- K: 4.5, 4.5, 4.5, 4.4, 4.0
- Cl: 100, 100, 102, 99, 99

A tooltip is visible for the Hgb value 23.2 L on 18 Jul 1120, showing the flag 'L' and the normal range '14.0-17.5'.

At the bottom, there's a status bar with 'Stop Row Explanation' and a timestamp '15:23 May 08, 2002' with a note 'Clinical link disabled'.

Daylight Savings Time


Flowsheets are affected by the time shifts for Daylight Savings Time. Medication schedules are automatically adjusted by Essentris to maintain the prescribed schedules. The following paragraphs describe how Essentris manages these time shifts.

Spring Time Change

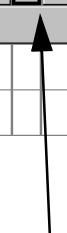
Daylight Saving Time begins on the first Sunday of April. Essentris clocks move forward from 0159 to 0300, skipping 0200. All flowsheets show their time columns without a 0200 column. See the example below.

Note: Do *not* reset schedule markers because of the time change. Periodic schedule markers such as Q2, Q3, and Q12, shift forward one hour permanently to maintain the fixed number of hours between medications. For example, a Q4 schedule for 03, 07, 11, 15, 19 and 23 on Saturday, permanently shifts to 04, 08, 12, 16, 20, and 00 on Sunday.


[Time: 0100 7 Apr 2002]																															
			14	15	16	17	18	19	20	21	22	23	00	01	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	
SCHEDULED MEDICATIONS																															
ALBUTEROL	2 MG																														
-PO	Q4																														
HEPARIN	3 ML																														
-IV	BID																														



Saturday:
med at 1500



Missing 0200
column



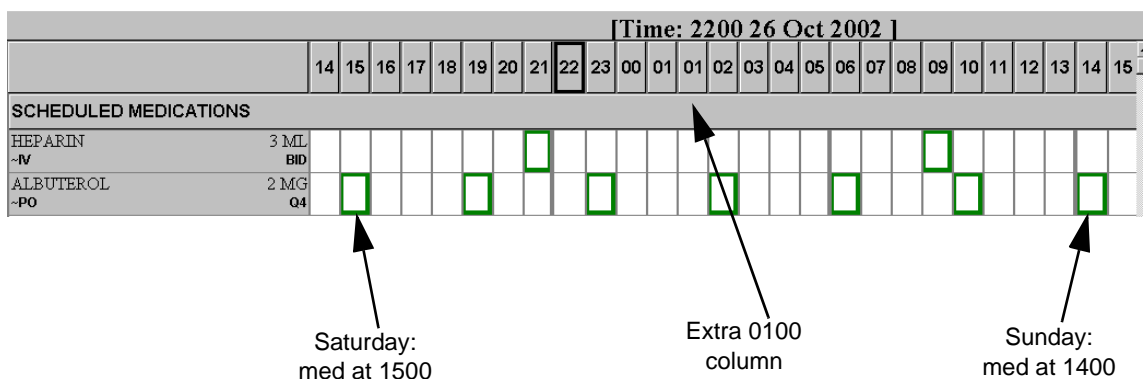
Sunday:
med at 1600

Special Flowsheets

Fall Time Change

Daylight Saving Time ends on the last Sunday of October. Essentris clocks turn back from 0200 to 0100, repeating the 0100 hour. All flowsheets show their time columns with an additional 0100 column. See the example below.

Note: Do *not* reset schedule markers because of the time change. Periodic schedule markers such as Q2, Q3, and Q12, shift back one hour permanently to maintain the fixed number of hours between medications. For example, a Q4 schedule for 03, 07, 11, 15, 19 and 23 on Saturday, permanently shifts to 02, 06, 10, 14, 18, and 22 on Sunday.



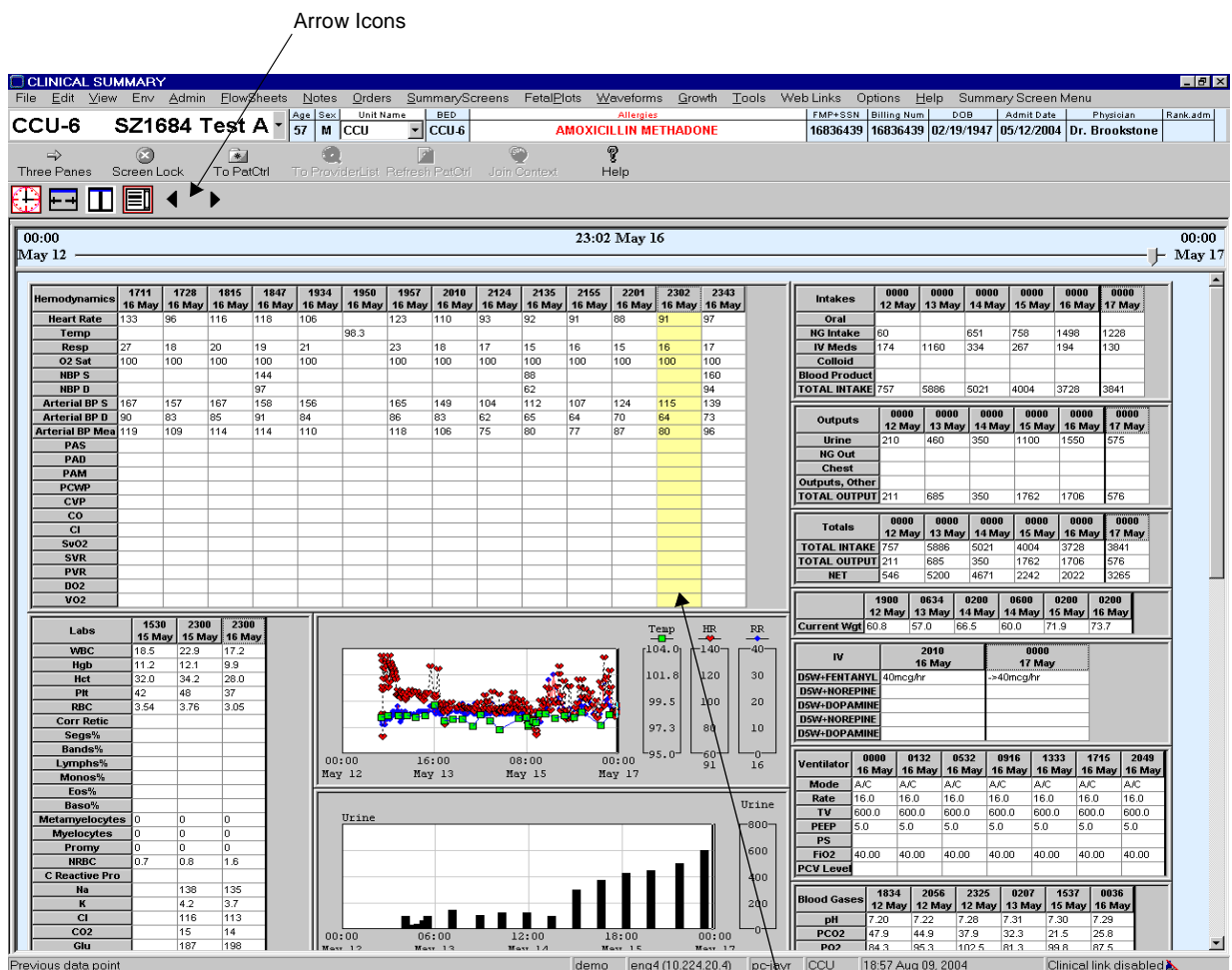
Summary Screens

5

The Essentris Summary Screens display information categorized into tabular windows and plots for a selected patient. Each summary screen covers a specialized clinical aspect of patient care. The user is provided with a choicelist of screens to select for viewing.

The following is an example list of summary screens:

- ☐ Cardiac
- ☐ Antibiotics
- ☐ AntiCoag
- ☐ Vitals
- ☐ Respiratory Analysis
- ☐ Renal Function
- ☐ Nutrition
- ☐ Diabetic
- ☐ Lab Review
- ☐ Pulmonary



Accessing Summary Screens

The Essentris Summary Screens can be accessed by selecting the Summary Screen Tab, Menu Bar, or Shortcut Menu. To access the Summary Screens, perform the following steps:

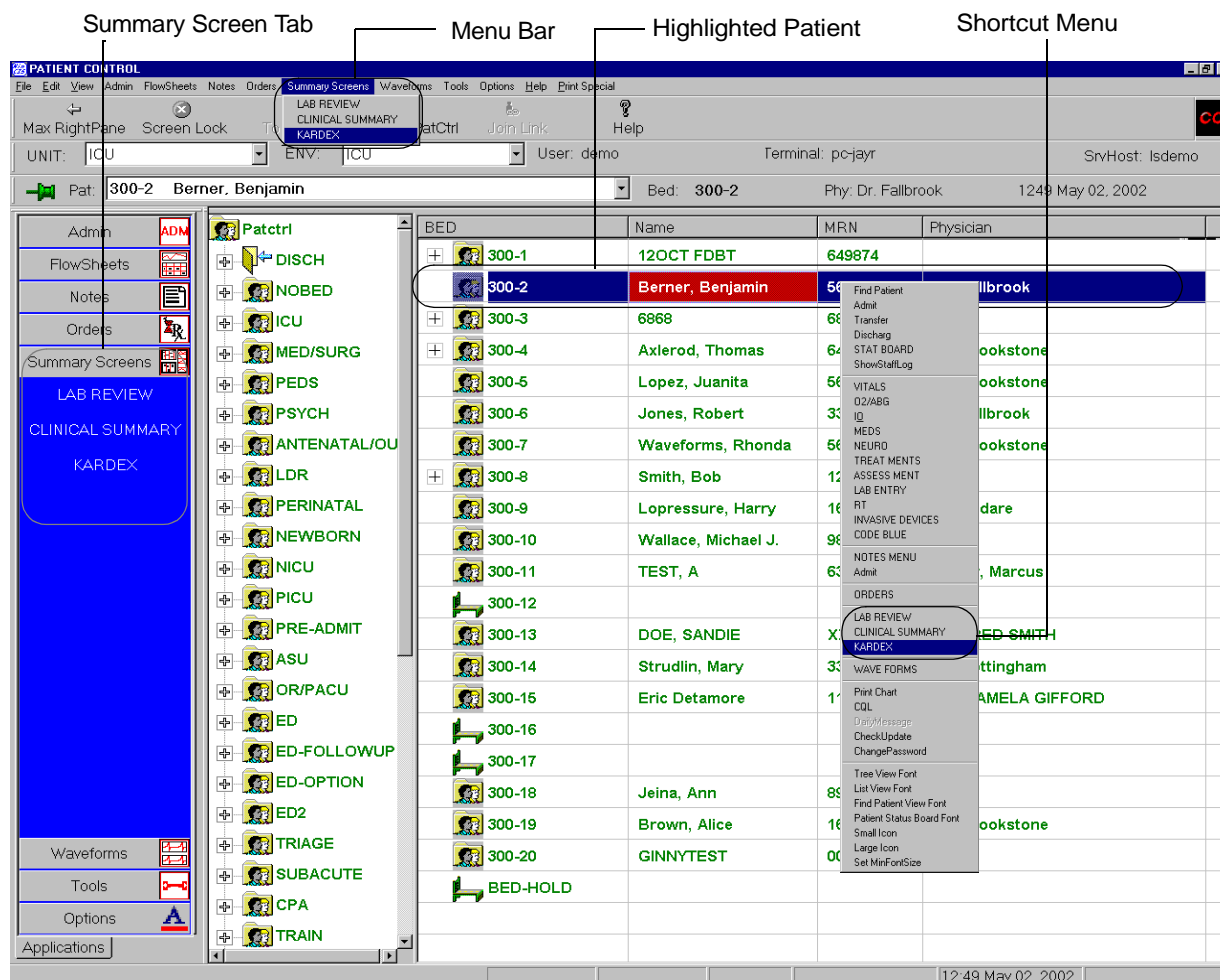
Step by Step

1. Select the patient.
2. Select the **Summary Screen** tab from the Application Bar and click on the applicable option, or . . .
Select an option from the **Summary Screen** menu on the Menu Bar, or . . .
Right mouse click on the application display and select the summary screen from the **Shortcut Menu**.

Additional Information

The patient selected is highlighted.

The selected **Summary Screen** appears.



Navigating Summary Screens

Summary Screens include the following navigation features.

- There are no permanent vertical or horizontal scroll bars in the tables on Summary Screens. Tables with time rows, orders and comments display scroll bars when they are needed.
- The mouse wheel can be used to scroll up and down in Summary Screens.
- New display colors are used: The selected time is highlighted in yellow, and the background color for the screen is pale blue.
- Left- and right-arrow icons are added to the icon bar. For example, in the Clinical Summary screen, they are used to simultaneously move the focus to the next time columns in the various tables. The focus columns are highlighted in yellow. Clicking the left-arrow icon moves the focus to the next earliest time column in both tables. Clicking the right-arrow icon moves the focus to the next latest time column. The icons have the same function as the arrow keys on the keyboard.
- When the time values in the time columns in one table do not match the time values in another table, the closest time column, in time value, is selected. The time column in one of the tables is not highlighted, but the vertical border for the column becomes a thick line to mark the column for visual reference.
- To maximize screen space, Summary Screens can be configured to hide empty rows. Contact CliniComp Client Services to configure this option.
- Dragging the time slider changes the current selected time. The respective time columns are highlighted as the time slider is moved.

Enter New Time

The **Enter New Time** function specifies the duration for the display of summary screens. To set the time of the duration, perform the following steps:

Step by Step

1. On the **Summary** screen, select **Enter New Time** from the **Summary Screen Menu**, **Shortcut** menu (Ctrl+T), or from the **Enter New Time** icon.
2. Enter the **End Time** using the Up and Down arrows or manually entering time into the text field.
3. Click on the **Admit Day** button.
4. Click on the **OK** button.

Additional Information

The **Date/Time** window appears.

Selecting the arrow next to the **End Time** field opens a calendar for entering the date and time.

In the **Date/Time** window, use the **Admit Day** button to put the date of admission in the **Start Time** field, or optionally use the **Current Day** button to put the current day in the **End Time** field.

The Start Time is changed to correspond with the selected End Time. The summary screen display is altered by the time parameters.

Enter New Time Icon

Summary Screen Menu

Admit Day Button

OK Button

For Help, press F1

11:37 May 02, 2002 Clinical link disabled

Set Time Interval

The **Set Time Interval** menu option is an alternate way of manipulating the time of summary screens. The time interval defines the window of time within which summary screen information is displayed. It defines the time period between the Start Time and the End Time. To set the time interval of a summary screen, perform the following steps:

Step by Step

Additional Information

1. On the Summary screen, select **Set Time Interval** from the **Summary Screen Menu**, **Shortcut** menu, or from the **Set Time Interval** icon.
2. Enter the new time in hours in the text field.
3. Click on the **OK** button.

The **Time Interval** window appears.

The summary screen display is altered by the user-specified time interval.

Set Time Interval Icon

Summary Screen Menu

The screenshot shows the KARDEX Summary Screen for patient Benjamin Berner. The 'Time Interval' window is open, prompting the user to 'Enter time window in hours:'. The value '720' is entered in the text field. The 'OK' button is highlighted. The background summary screen displays various patient data including demographics, allergies, medications, and lab results.

Time Interval Window:

Time Interval

Enter time window in hours:

OK Cancel

Summary Screen Data:

Patient: 300-2 Berner, Benjamin

Terminal: pc-jayr SrvHost: Isdemo

Phy: Dr. Fallbrook 1137 May 02, 2002

ADT 1105 3 Jul

DX	RO MI
AGE	
DOB	11/26/1925
DATE OF ADMISSION	07/03/2001
MRN	567596927

PHYSICIANS 1105 3 Jul

PRIMARY	Dr. Fallbrook
ADMITTING	
CONSULTING	
CONSULTING	
CONSULTING	BARADARAIN, TSG

FAMILY CONTACT

NOK	
RELATION	
PHONE	
WIK PHONE	

ALLERGIES 1105 3 Jul

ALLERGIES	CEMENT, IODINE
SURGICAL PROCEDURE	

MEDICATION ORDERS

ANN	Name	
	ALDACTONE	1300 1 Feb 2
	LASIX 40MG TAB	0800 23 Jul 2
	LOTENSIN 5MG TAB	0800 23 Jul 2
	LOPRESSOR 50MG TAB	1000 22 Jul 2
	ACYCLOVIR INJ 500MG VIAL	0900 19 Jul 2
	PICC FLUSH	1800 18 Jul 2
	Digoxin	0901 16 Jul 2
	ATIVAN 1MG/ML INJ	0900 16 Jul 2
	FESQ4 324MG EC TAB	0900 16 Jul 2
	DULCOLAX 10MG SUPPOSITORY	0900 16 Jul 2
	FLEET ENEMA ADULT	0900 16 Jul 2
	SENNA CONCENTRATE 187MG TAB	0900 16 Jul 2
	SURFAX 240MG CAPSULE	0900 16 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	ASA 325MG TAB	1000 14 Jul 2
	MORPHINE 2MG/ML INJ	0100 14 Jul 2
	VERSED 1MG/ML-2ML INJ	0100 14 Jul 2
	INDUR 60MG TAB	0700 12 Jul 2
	ATROVENT INHALER 14GM	2300 10 Jul 2
	KDUR 10MEQ SR TAB	0900 8 Jul 2
	UNASYN 3 GM IVPB	1000 7 Jul 2

IV DRIPS/IV FLUIDS

ANN	Name	Start Time	Stop Time	Con
	Hespan	1000 10 Dec 2001		
	45NS	0900 10 Dec 2001		
	ISOSOURCE VHN	1500 23 Oct 2001		
	ISOSOURCE VHN	2200 10 Jul 2001		

IV DRUG RATES

Start Time Stop Time Corr

11:37 May 02, 2002 Clinical link disabled

OK Button

Desired Time

Open Screen

The **Open Screen** option in the Summary Screen Menu includes a choicelist of available summary screens. To use the **Open Screen** option, perform the following steps:

Step by Step

1. On the Summary Screen, select **Open Screen** from the **Summary Screen Menu**, **Shortcut** menu, or the **Open Screen** icon.
2. Scroll up or down to select the screen to be loaded.
3. Double-click on the screen or select the screen and click the **OK** button.

Additional Information

The **Open Screen** window appears. You can also use the keyboard shortcut **Ctrl+O**. A list of available screens is displayed, categorized by the owner.

The selected summary screen is displayed.

The screenshot shows the KARDEX Summary Screen for patient Benjamin Berner. The 'Summary Screen Menu' is open, and the 'Open Screen' option is selected. The 'Open Screen' dialog box is displayed, showing a list of available screens categorized by owner. The 'Nutrition' screen is selected. The 'OK' button is highlighted.

Open Screen Icon: Points to the 'Open Screen' icon in the Summary Screen Menu.

Summary Screen Menu: Points to the 'Summary Screen Menu' dropdown menu.

Open Screen: Points to the 'Open Screen' dialog box.

OK Button: Points to the 'OK' button in the 'Open Screen' dialog box.

Summary Screen Data:

ADT		1105 3 Jul	
DX	RAO MI		
AGE	74		
DOB	11/28/1925		
DATE OF ADMISSION	07/03/2001		
MRN	567596927		

PHYSICIANS		1105 3 Jul	
PRIMARY	Dr. Fallbrook		
ADMITTING			
CONSULTING			
CONSULTING	BARADARAIN, TSG		

FAMILY CONTACT	
NOK	
RELATION	
PHONE	
VAX PHONE	

ALLERGIES		1105 3 Jul	
	CEMENTOL, IODINE		
SURGICAL PROCEDURE			

MEDICATION ORDERS		
ANN	Name	Start Time
	ALDACTONE	1300 1 Feb 2
	LASIX 40MG TAB	0800 23 Jul 2
	LOTENSIN 5MG TAB	0800 23 Jul 2
	LOTRESSOR 50MG TAB	1000 22 Jul 2
	ACYCLOVIR INJ 500MG VIAL	0900 19 Jul 2
	PCC FLUSH	1000 16 Jul 2
	Digoxin	0901 16 Jul 2
	ATIVAN 1MG/ML INJ	0900 16 Jul 2
	FESQ4 324MG EC TAB	0900 16 Jul 2
	DULCOLAX 10MG SUPPOSITORY	0900 16 Jul 2
	FLEET ENEMA ADULT	0900 16 Jul 2
	SERINA CONCENTRATE 167MG TAB	0900 16 Jul 2
	SURFAK 240MG CAPSULE	0900 16 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	REGULAR HUMAN INSULIN U-100 VIAL	1800 15 Jul 2
	ASA 320MG TAB	1000 14 Jul 2
	MORPHINE 2MG/ML INJ	0100 14 Jul 2
	VERSED 1MG/ML 2ML INJ	0100 14 Jul 2
	MDUR 60MG TAB	0700 12 Jul 2
	ATROVENT INHALER 14GM	2300 10 Jul 2
	KOLUR 10MG SR TAB	0900 8 Jul 2
	UNASYN 3 GM IVPB	1000 7 Jul 2

LABS	
Name	Start Time
ACCUCHECK Q8H	1800 15 Jul 2001

For Help, press F1

11:37 May 02, 2002 Clinical link disabled

Changing The Layout of Summary Screen Windows

The layout of the summary screen on display can be altered. Various sections of the screen such as the Plot section, Totals section, and so forth, can be moved and enlarged manually. To change the layout of the summary screens, perform the following steps:

Step by Step

1. Select a summary screen window.
2. To move a window, click and hold the left mouse button to drag and drop the window to the new location.
3. To resize a window, place the cursor on the edge of the window and drag the edge to resize the window.

Additional Information

All windows within the summary screens can be moved anywhere in the display area. When you click on a window, it becomes the active window and is placed on top of all other windows.

The cursor changes into a double arrow when resizing.

LAB REVIEW

File Edit View Admin FlowSheets Notes Orders Summary Screens Waveforms Tools Options Help Summary Screen Menu

Three Panes Screen Lock To PatCtrl Refresh PatCtrl Join Context Help

UNIT: ICU ENV: ICU User: demo Terminal: pc-jayr SrvHost: Isdemo

Pat: 300-2 Berner, Benjamin Bed: 300-2 Phy: Dr. Fallbrook 1659 May 06, 2002

04:55 Jun 23 04:00 Jul 21 04:55 Jul 23

Coags	PT	PT INR	PTT	ACT	TT
0440 17 Jul	1.30				
0542 16 Jul	1.50				
0435 14 Jul	2.00				
0515 12 Jul	1.10				
0545 10 Jul	1.10				
0550 9 Jul	1.20				
0547 7 Jul	1.20				
0650 4 Jul	1.00				
1528 3 Jul	1.10				

CBC	Hgb	Hct	WBC	PLTS
0400 21 Jul	9.7	29.6	8.4	300
0420 20 Jul	10.2	31.0	8.9	419
0450 19 Jul	10.5	32.2	9.5	444
1120 18 Jul	7.7	23.2	10.0	407
0542 16 Jul	7.9	24.9	11.3	324
0412 15 Jul	8.4	26.6	9.5	290
1815 14 Jul	9.1	27.2	10.8	312
0435 14 Jul	8.0	24.3	8.0	233
1820 13 Jul	8.8	26.1	11.5	255
0515 12 Jul	9.2	27.2	11.8	147
0925 11 Jul	10.0	30.9	12.0	181
0545 10 Jul	10.6	32.2	9.9	159
0550 9 Jul	9.7	29.6	10.5	111
0535 8 Jul	7.8	23.0	9.1	76
0610 7 Jul	8.6	25.7	10.6	76
0522 6 Jul	7.6	22.1	8.5	96
2000 5 Jul	8.8	25.7	11.7	120
1330 5 Jul	11.5	33.5	19.6	139
1245 5 Jul	8.8	24.9	10.9	88
1130 5 Jul	8.5	25.0	10.0	105
1000 5 Jul	8.6	25.6	7.0	116
0650 4 Jul	12.8	37.3	14.9	174
1528 3 Jul	13.2	39.3	12.6	159

Chemistry	Na	K	Cl	CO2	Osmo	BUN	Creat	Gluc	Chol
0400 21 Jul	132	4.0	99	28		28	0.9	153	
0420 20 Jul	133	4.4	99	28		27	0.9	156	
1120 18 Jul	135	4.5	102	29		26	1.0	142	
0542 16 Jul	135	4.5	100	30		37	1.1	210	
0412 15 Jul	135	4.5	100	29		32	1.3	192	
0435 14 Jul	134	4.8	102	25		27	1.0	194	
0545 13 Jul	134	4.5	101	27		27	1.0	194	
0515 12 Jul	135	4.6	97	27		3			
0710 11 Jul	132	4.3	100	27		2			
2115 10 Jul		4.2							
0545 10 Jul	133	4.1	102	27		1			
0550 9 Jul	135	4.3	105	24		2			
0525 8 Jul	134	4.2	103	28		2			
0610 7 Jul	135	3.8	102	30		2			
1350 6 Jul		3.8							
0522 6 Jul	134	4.0	102	27		2			
2000 5 Jul		4.7							

Panel	Ca	PO4	Alb	Tot Prot	LDH	CPK	SGOT	SGPT	GGT	Alk	Tot Bili	Uric Acid	Trig
0400 21 Jul	7.4												
1130 20 Jul			2.3	4.8									
0420 20 Jul	7.4												
1120 18 Jul	7.4												
0542 16 Jul	7.5												
0412 15 Jul	7.6												
0522 6 Jul	7.4												
2000 5 Jul													

Drug Levels	
Digox	
Quin	
Theo	
Cyclo	
Dilan	
Lido	
Genta P	
Genta T	
Genta R	
Vanco P	
Vanco T	
Vanco R	
Amik P	
Amik T	
Amik R	
Tobra P	
Tobra T	
Tobra R	

For Help, press F1 16:59 May 06, 2002 Clinical link disabled

Summary Screen Timeline

The summary screen includes a time line that defines the time period of the patient data to be viewed. To adjust the view within the time period, drag the time marker along the time line. The time of the marker's position is displayed in the center of the screen. Data corresponding to the selected time is displayed below.

The Timeline marker is placed by default in the time corresponding to the last data item in a selected Summary Screen. If there is no data recorded for the time specified, the marker is placed in the left end of the Timeline.



Hide/Show Bar

Summary screen sections can optionally display a bar to highlight the selected time period in each section in which the time period occurs. use the Hide/Show Bar feature to toggle the bars off or on. Use the following step to select the Hide/Show Bar:

Step by Step

1. Select **Hide Bar** or **Show Bar** from the **Summary Screen Menu**, **Shortcut** menu, or from the **Hide Bar/Show Bar** icon.

Additional Information

This summary screen menu option is a toggle feature. The bar is displayed or hidden from view depending on the selection and the current state of the screen.

Hide Bar/Show Bar Icon

Summary Screen Menu

Shortcut Menu

Bars

The screenshot displays the LAB REVIEW software interface. At the top, the menu bar includes File, Edit, View, Admin, FlowSheets, Notes, Orders, Summary Screens, Waveforms, Tools, Options, and Help. The 'Summary Screens' menu is open, showing options like Enter New Time, Set Time Interval, Hide Bar, Open Screen, Print Summary, OVERVIEW SUMMARY, PULMO NARY, RENAL FUNC, and LAB REVIEW. The 'Shortcut Menu' is also visible, showing similar options. The main window displays several data tables, including Coags, Chemistry, CBC, Hgb, Hct, WBC, PLTS, Drug Levels, and a bottom table with various lab results. The 'Hide Bar/Show Bar Icon' is located in the bottom left corner of the interface. The 'Bars' label points to the data tables. The 'Summary Screen Menu' and 'Shortcut Menu' labels point to their respective menu areas.

Coags	PT	PT INR	PIT	ACT	TT	FSP	Fibr	DDIMER	BTime
0440 17 Jul	1.30								
0542 16 Jul	1.50								
0435 14 Jul	2.00								
0515 12 Jul	1.10								
0545 10 Jul	1.10								
0550 9 Jul	1.20								
0947 7 Jul	1.20								
0650 4 Jul	1.00								
1528 3 Jul	1.10								

Chemistry	Na	K	Cl	CO2	Osmo	BUN	Creat	Gluc	CPK
0400 21 Jul	132	4.0	99	29		28	0.9	196	
0420 20 Jul	133	4.4	99	28		27	0.9	196	
1120 18 Jul	135	4.5	102	29		28	1.0	142	
0542 16 Jul	135	4.5	100	30		37	1.1	210	
0412 15 Jul	135	4.5	100	29		32	1.3	192	
0435 14 Jul	134	4.6	102	25		27	1.0	194	
0545 13 Jul	134	4.5	101	27		25	1.0	129	
0515 12 Jul	135	4.6	97	27		31	1.1	194	
0710 11 Jul	132	4.3	100	27		27	1.3	171	
2115 10 Jul		4.2							
0545 10 Jul	133	4.1	102	27		17	1.0	183	
0550 9 Jul	135	4.3	105	24		24	1.0	177	
0525 8 Jul	134	4.2	103	28		29	1.4	184	
0610 7 Jul	135	3.8	102	30		27	1.4	180	
1350 6 Jul		3.8							
0522 6 Jul	134	4.0	102	27		24	1.5	223	
2000 5 Jul		4.7							
4155 4 Jul	140	3.6	100	24		14	0.9	140	

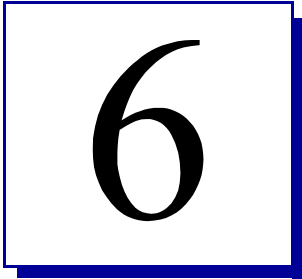
CBC	Hgb	Hct	WBC	PLTS
0400 21 Jul	9.7	29.6	8.4	390
0420 20 Jul	10.2	31.0	8.9	419
0450 19 Jul	10.5	32.2	9.5	444
1120 18 Jul	7.7	23.2	10.0	407
0542 16 Jul	7.9	24.9	11.3	324
0412 15 Jul	8.4	26.6	9.5	290
0415 14 Jul	9.1	27.2	10.8	312
0435 14 Jul	8.0	24.3	8.0	233
1820 13 Jul	8.8	26.1	11.5	255
0515 12 Jul	9.2	27.2	11.8	147
0925 11 Jul	10.0	30.9	12.0	181
0545 10 Jul	10.5	32.2	9.9	159
0550 9 Jul	9.7	29.6	10.5	111
0525 8 Jul	7.8	23.0	9.1	76
0610 7 Jul	8.6	25.7	10.6	76
0522 6 Jul	7.6	22.1	8.5	96
2000 5 Jul	8.8	25.7	11.7	120
1330 5 Jul	11.5	33.5	19.6	139
1345 5 Jul	8.8	24.9	10.9	89
1130 5 Jul	8.5	25.0	10.0	105
1000 5 Jul	8.6	25.6	7.0	116
0650 4 Jul	12.8	37.3	14.9	174
1528 3 Jul	13.2	39.3	12.6	159

Panel	Ca	PO4	Alb	Tot Prot	LDH	CPK	SGOT	SGPT	GGT	Alk	Tot Bil	Uric Acid	Trig
0400 21 Jul	7.4						27	59		102	0.4		
1130 20 Jul													
0420 20 Jul	7.4		2.3	4.8									
1120 18 Jul	7.4												
0542 16 Jul	7.5												
0412 15 Jul	7.6												

Toggle Hide bar/show bar

10:21 May 07, 2002 | Clinical link disabled

Patient Notes



Notes features include creating, editing, and navigating clinical notes. Using the basic Notes menu, you can display Notes in View Mode (Read-Only) or Edit Mode.

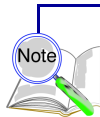
The Notes application includes the Care Plan function starting on page 136, which is used to identify, show status, and resolutions for patient problems.

Notes functions are presented according to the mode that is being used. As with most of the other components of Essentris, Notes can be configured to a hospital or a unit's requirements.

Accessing Patient Notes

Use the following steps to access Notes:

Step by Step	Additional Information
2. The Patient Control screen, select a patient in the displayed patient list.	The patient is highlighted.
3. Select Notes Menu from the Notes tab in the application toolbar, the shortcut menu (right-click), or from the Notes pull-down menu.	The Notes Menu Screen for the selected patient appears. The Notes Actions menu is added to the menu bar.



Multiple notes can be open simultaneously. Each note is displayed in a separate window. However, the same note cannot be opened more than once.

Patient Notes

Patient Control Screen:

Notes Menu Selected Patient

Application Toolbar

BED	Name	MRN	Physician
300-1	McKnight, Carlene	555667777	
300-2	Berner, Benjamin	567596927	Dr. Fallbrook
300-3			
300-4	Axlerod, Thomas	64144677	Dr. Brookstone
300-5	Lopez, Juanita	567606935	Dr. Brookstone
300-6	Jones, Robert	33590961	Dr. Fallbrook
300-7	Waveforms, Rhonda	567590351	Dr. Brookstone
300-8	Smith, Bob	12345	
300-9	Lopressure, Harry	16805358	Dr. Kildare
300-10	Wallace, Michael J.	987654	
300-11			
300-12	Spoon, Samuel	16823945	Dr. Kildare
300-13	DOE, SANDIE	XXXXX	DR FRED SMITH
300-14	Strudlin, Mary	33446677	Dr. Pottingham
300-15	Eric Detamore	111111	DR. PAMELA GIFFORD
300-16			
300-17			
300-18	Jeina, Ann	8968377	
300-19	Brown, Alice	16805402	Dr. Brookstone
300-20			
BED-HOLD			

Notes Menu Screen:

Notes List Icons Care Plan Problems Notes Actions Menu Notes List

Care Plan Problems Icons

Note Time	Type	Topic	Stored At	Last Stored By	Status
N/A	Triage Admission		1418 28 Aug 2001	Demo User	(Created)
N/A	ED Admission Screen		1104 22 Aug 2001	Demo User	(Created)
N/A	Trauma Resus		1035 22 Aug 2001	B. Paige Falwell, RN	(Edited)
N/A	Trauma Team		0949 22 Aug 2001	B. Paige Falwell, RN	(Edited)

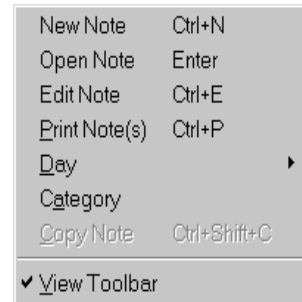
Notes Menu Screen

The list of notes shown on the **Notes Menu Screen** can be sorted by clicking on the column headers. For example, click the Note Type column header to sort the notes according to type. Each click alternates the sort between ascending and descending order.

Essentris Notes Functionality

Access the Notes menu options using the **Notes Actions** pull-down menu or the Notes shortcut menu. Use the following list to locate the description of a specific menu option:

- **New Note** starts on page 123
- **Open Note** starts on page 128
- **Edit Note** starts on page 128
- **Print Note(s)** starts on page 133
- **Day** starts on page 134
- **Category** starts on page 134
- **Copy Note** starts on page 135

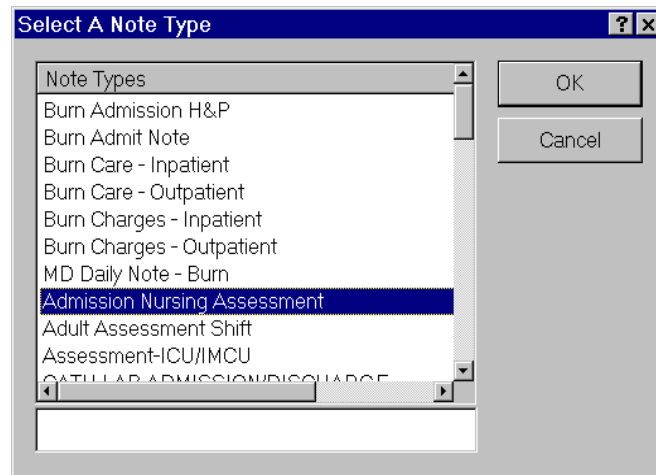


All Notes screens can be scrolled using the mouse wheel.

New Note

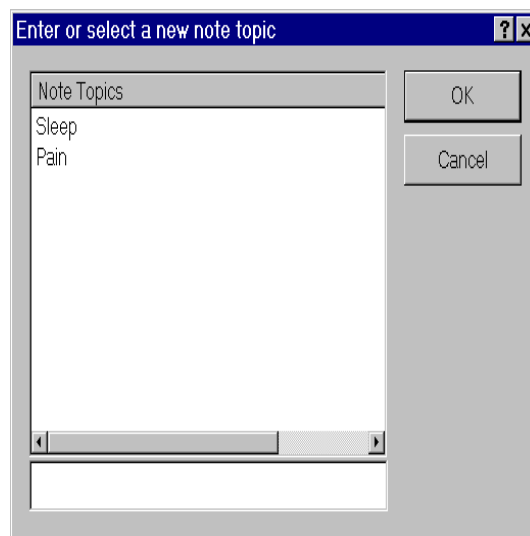
You can create new notes of various types and templates by using the **New Note** menu option. Use the following steps to create a new note:

Step by Step	Additional Information
1. Open Notes.	The patient selected is highlighted.
2. Select New Note from the Notes Actions menu.	The Select A Note Type window appears.
3. In the Select A Note Type window, select a note type from the displayed list of types.	Optionally, you can type the name of a note type in the text box at the bottom of the window. The displayed list changes to show only those notes with names that contain your entry.
4. Select OK .	A new note using the selected Note Types form is displayed. The new note form includes a menu bar and a shortcut toolbar. See the example New Note screen on page 125.



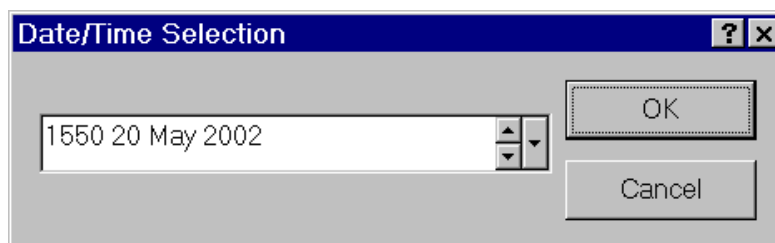
Topic Notes

If a note type, such as a Clinical Note, requires a topic, the **Note Topics** window appears. Select a topic, or enter a new topic, and click **OK**..



Timed Notes

If a note requires a date and time, the **Date/Time Selection** dialog box appears. Use the arrow buttons to enter a date and time or default to the current date and time.



Patient Notes

Example New Note screen:

Menu Bar →

Note Icons →

Status Bar →

Choicelist Types

A choicelist field is identified by the arrow button at the right of the text box. In the example **New Note** screen, the the first two fields are choicelists.

There are two types of choicelist:

- **Enforced**

When a choicelist is enforced, the text box must contain only items from the choicelist. Free text is not accepted by the text box.

- **Unenforced**

When a choicelist is unenforced, the text box can contain items from the choicelist and/or text entered from the keyboard. Free text is accepted by the text box.

For unenforced choicelists, be sure to select the item from the list with the cursor or the arrow key and press Enter. Otherwise, pressing Enter without selecting the item name causes the partially entered name in the text box to be accepted as a free-text name.

Choicelist Modes

There are two choicelist modes: **Append** and **Replace**. The Status Bar displays the mode. Use the **Insert** key to switch modes.

Use the **Append** mode to add choicelist items to existing choicelist items in a text box. Use the **Replace** mode to replace existing choicelist items in a text box with new choices.

Entering Choicelist Items in an Empty Text Box. The choicelist mode is automatically set to **Append**. The Status Bar message should be “Now in Choicelist APPEND Mode. Press [Insert] to switch to REPLACE mode.” If any other message is showing, press the **Insert** key

to toggle to the **Append** mode. First, display the choicelist by clicking the mouse anywhere in the text box or by clicking the text box arrow. If necessary, use the scroll bar to locate the choicelist item. Click the item to select it, or use the up- or down-arrow keys on the keyboard to select the item. Press the **Enter** key to enter the item in the choicelist text box.

To select multiple items from the choicelist, hold down the **CTRL** key while making the selections, and then press **Enter**. Use the **Shift** key to select consecutive items in the choicelist, and press **Enter**. Choices appear in the text box in the order selected.

Appending Choicelist Items to a Populated Text box. To append choicelist items to existing items, first open the choicelist by clicking the mouse in the text box or clicking the down arrow. Select an item from the choicelist and press **Enter** to append it to the existing text-box items.

The Status Bar message now reads “Press [+] to Append More Choices.” To append more entries, press the **+** key on the numeric keypad and select the next item to be appended from the choicelist. The selected item is appended to the entries in the text box. Continue to press the **+** button and select additional items from the choicelist, one at a time, until all needed items are added to the text box.

Replacing Choicelist Items in a Text box. Open the choicelist by clicking the mouse in the text box or clicking the down arrow. The Status Bar message should be “Now in Choicelist REPLACE Mode. Press Insert to switch to APPEND mode.” If any other message is displayed, press the **Insert** key to toggle to the **Replace** mode.

To replace all existing items in the text box, click on the new item from the choicelist. To add more than one replacement item, use the **Append** mode after the first replacement item is entered.

Additional Features

- When the cursor is moved using keyboard navigation, such as the **Tab** key or **Enter** key, to a field that contains text, the cursor is placed at the end of the text. The mode is now **Replace** mode. Pressing the **+** key changes the mode to **Append**, adds a space, and opens the choicelist containing available choices.
- When the first field in a Note is a choicelist field, the choicelist opens when the Note is opened.
- By using the mouse, the cursor can be placed anywhere in the text box field. This can be used to insert a new choicelist item between existing items in the text box.
- When a choicelist is configured with piped dependencies and some columns are blank, the choicelist displays the blank columns as empty.

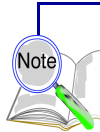
Searching a Choicelist with Auto-Match. To search for specific choicelist items, use the Auto-Match feature. This feature is active only in the **Append** mode and can be activated by any of the following actions.

- Navigating from a field to a field that contains a choicelist.
- Clicking the choicelist arrow to open the choicelist.
- Pressing the **+** key to go into **Append** mode.

Patient Notes

When typing in a choicelist field, the choicelist displays items at the top of the list that begin with the typed text. Choicelist items are placed at the end of the list that contain the typed text but not at the beginning of the item name. Text is matched from left to right and is *not* case sensitive.

When the text typed-in matches the beginning of a choicelist item, the item is highlighted. If the highlighted item is *not* the correct item, continue to enter additional characters to narrow the choices, or use the arrow keys to move to another item. Use the **Enter** key, **Tab** key, **Shift+Tab** keys, or click the mouse in a different field to put the highlighted item in the choicelist field. Use the **Esc** (escape) key to unhighlight an item.



*When you are using the Auto-Match feature in an unenforced choicelist, be sure to select the item from the list with the mouse or the up- or down-arrow key on the keyboard and press **Enter**. Otherwise, pressing **Enter** without selecting the item name from the choicelist is interpreted by the system as a free-text entry.*

Image Notes

To include a picture in a note, select **Image Note** from the **Select a Note Type** window and click **OK**. Image Notes are timed notes, see "Timed Notes" on page 124.

Images can be added to the **Image Note** from the Windows Clipboard by selecting **Paste** from the Image menu, or by opening an image stored in any directory accessible to the PC. Use the following steps to place an image from a PC directory into the **Image Note**:

Step by Step	Additional Information
1. To access the image, right-click in the Empty Image box to display the Image menu.	The Image menu is displayed.
2. Select Open to display the Open dialog box.	The Open dialog box appears.
3. In the Open dialog box, select the image to be added to the note and click Open .	

Open Note

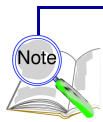
To open an existing note in read-only mode, highlight the note in the list of notes (see the **Notes Menu Screen** on page 122) and then use the **Open Note** menu option or press **Enter**.

Edit Note

From the **Notes Action** menu, select the **Edit Note** option to make changes to existing notes.

Step by Step	Additional Information
1. Select a note from the displayed list of notes.	
2. Select Edit Note from the Notes Actions menu or from the shortcut menu.	The Validation Dialog window appears.
3. Enter your User Name and Password and click OK .	The note is opened in edit mode. Editable fields in the note are identified by thick borders.

Annotations cannot be edited in Notes. If you access an annotation while in edit mode using **Next Note** or **Previous Note**, the system displays a warning message. The annotation can either be viewed in read-only mode or can be skipped.



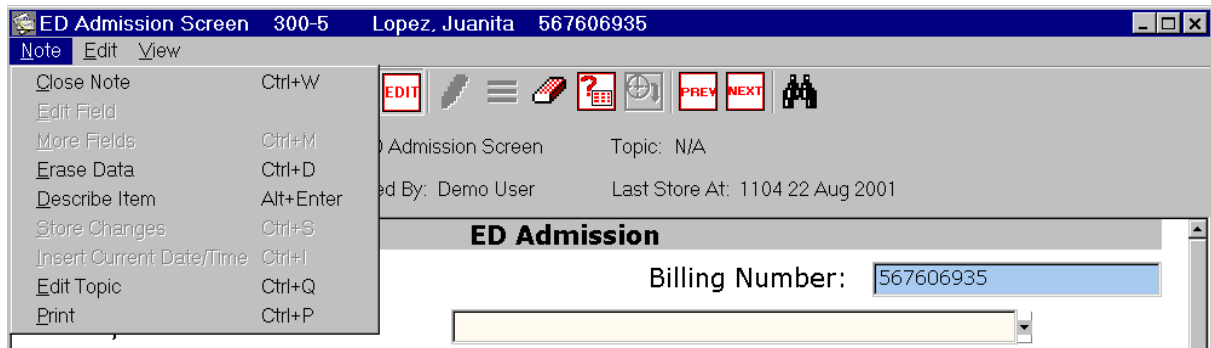
Some notes contain items that might have stored calculations dependent on them. Calculated items are updated whenever the source data changes.

Edit Note Functions

The following menus are described for the edit mode of an open note: the **Note** menu, **Edit** menu, and **View** menu.

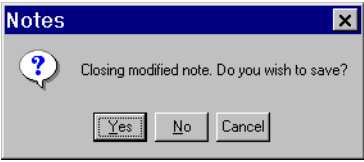
Note Menu

The following edit-mode menu options are in the **Note** menu of the open note.



Close Note

Use the **Close Note** command to close an open note. If changes are present, you are prompted to choose an action.



- Select **Yes** to save changes.
- Select **No** to cancel changes and exit the note.
- Select **Cancel** to cancel closing the note and return to the edit mode.

Edit Field

Select **Edit Field** to expand editable text fields to more than one line.

More Fields

Use the **More Fields** menu option to duplicate certain fields, if necessary:

1. Place the cursor in the field.
2. Select **More Fields** from the **Note** menu. The selected text field is copied in the note.

Erase Data

Clear data in an editable text field using the **Erase Data** menu option.

Describe Item

Use the **Describe Item** menu option to view a description of a selected item as well as its edit history. Use the following steps for the **Describe Item** menu option:

Step by Step	Additional Information
1. Place the cursor in a text field and select Describe Item from the Note menu.	The Item Edit History window (read-only) appears.
2. Double-click the title of the Item Edit History window.	The Item Description window (read-only) appears.
3. Select Close to exit.	



*The **Item Description** window can be configured to display data base items showing the date and time that they are stored in the note. To use this option, Contact CliniComp Client Services.*

Item Edit History:

Database Item Time Mode: Admit Time

— Data Entry and Storage Information —

0904

[stored by: April Flowers, RN at 0905 22 Aug 2001]

CLOSE

Item Description:

Type: DATABASE

Internal Name: "AdmitTime.adm"

Full Name: "Admit Time"

Display Name: "Admit Time"

Keymode: DBKEY_ADMIT

Tag: !200.RSU^21.24

Text Width: 20

CLOSE

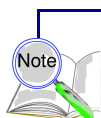
Store Changes

After you edit Notes information, the note can be stored using the **Store Changes** menu option. You are prompted to enter your User Name and Password.

When a note is stored, the appropriate fields on the **Notes Menu Screen** such as **Stored At**, **Last Stored By**, and **Status** are updated. Changes to notes can also be stored upon closing the note.

Insert Current Date/Time

Add the current date and time automatically to a text field using the **Insert Current Date/Time** command. This menu option is available only in the Date and Time fields of a note.



Any text box in the note that contains a data base item can be configured to display the date and time that the item was stored. The data base item must be stored as Latest Time. To use this option, Contact CliniComp Client Services.

Edit Topic

A timed note can be associated with a user-defined topic using the **Edit Topic** menu option. Note topics are used for grouping and sorting Notes. Use the following steps to add a topic to a note or change an existing topic:

Step by Step	Additional Information
1. Select Edit Topic (Ctrl+Q) from the Note menu.	The system displays the existing topic associated with the selected note, if any.
2. Enter or select the topic of your choice, and select OK .	The Validation Dialog window appears.
3. Enter your User Name and Password, and click OK .	The user-defined topic is displayed for the selected note in the Notes Menu Screen .

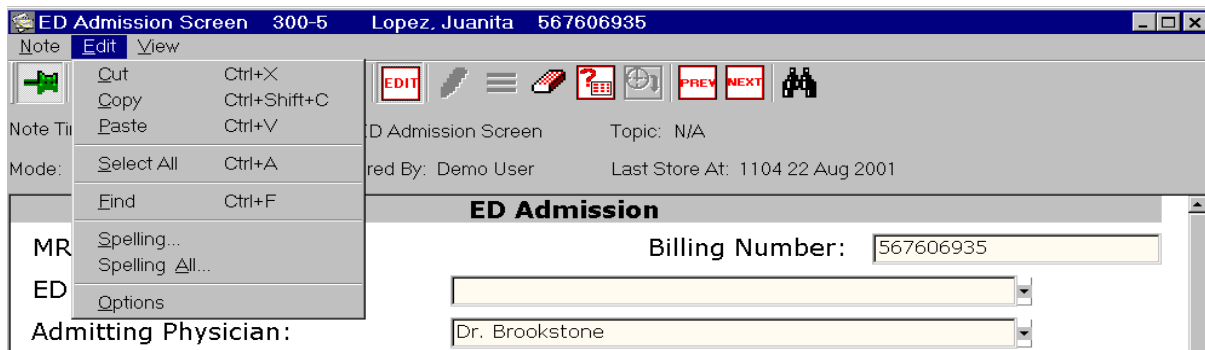
Print

Use the **Print** option to print a note.

Step by Step	Additional Information
1. Select the Print option from the Note menu.	The Validation Dialog window appears.
2. Enter your User Name and Password, and click OK .	The Notes dialog box appears.
3. Click OK to confirm or click the x-box to cancel.	

Edit Menu

The following edit-mode menu options are in the **Edit** menu of the open note.



Cut, Copy, and Paste

These are standard text-editing features.

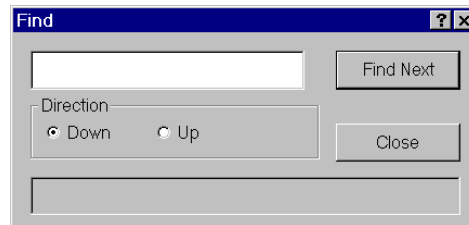
Select All

Use **Select All** to select all data in a field.

Find

Use the **Find** option to search for specific text.

Step by Step	Additional Information
1. Select Find from the Edit menu.	The Find search box appears.
2. Enter the text to be located in the text field.	Find searches field names and the data contained in the fields. Find is not case-sensitive.
3. Select a find direction: Up or Down .	
4. Click the Find Next button.	The object text is highlighted when it is located. If necessary, repeat Step 4 to locate the next occurrence of the object text. A status indicator informs you about the state of the search.



Spelling

Use the **Spelling** option to check spelling in a specific field.

Spelling All

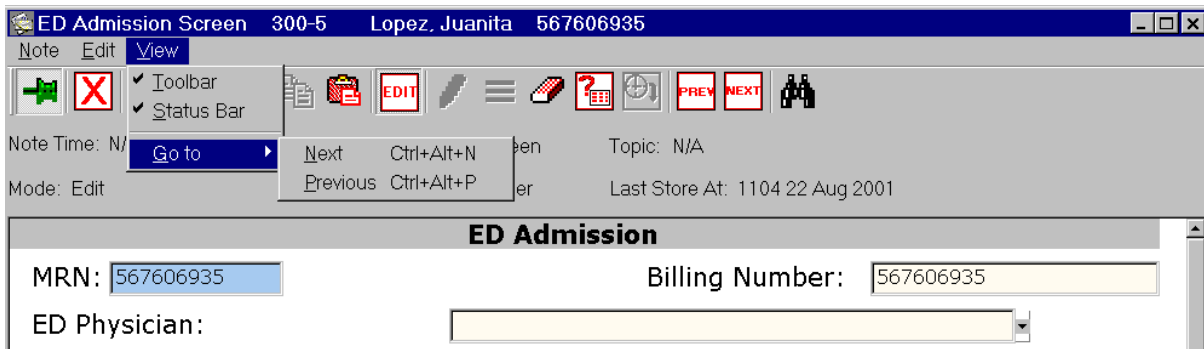
Use the **Spelling All** option to check spelling in all fields.

Options

This function sets parameters for the spelling options.

View Menu

The following edit-mode menu options are in the **View** menu of the open note.



Toolbar

Click **Toolbar** to display or hide the the **Toolbar**. The **Toolbar** is the row of Icons shown above.

Status Bar

Click **Status Bar** to display or hide the the **Status Bar**. The **Status Bar** is located on the bottom edge of the note screen (see the example New Note screen on page 125).

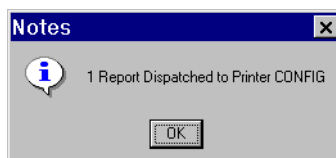
Go To

- **Go to Next** opens the next note in the list of notes on the **Notes Menu Screen**.
- **Go to Previous** opens the previous note in the list of notes on the **Notes Menu Screen**.

Print Note(s)

Use this function to print one or more notes from the **Notes Menu Screen** (see page 122).

Step by Step	Additional Information
1. In the Notes Menu Screen select a note to print.	Hold down the Shift key to select two or more notes for printing.
2. Select Print Note(s) from the Notes Actions menu (see page 123).	The Validation Dialog box appears.
3. Enter your User ID and Password and click OK .	The Notes pop-up box appears.
4. Select OK to confirm the print request or click the x-box to cancel.	



Day

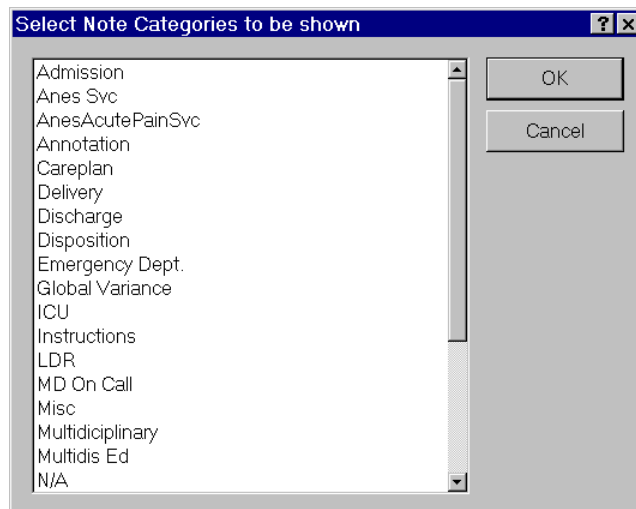
The Notes display is categorized into days. You can navigate through notes of different periods by selecting **Day** from the **Notes Actions** menu. Select any of the following Day-options:

- **Next Day** - Shows notes for the day succeeding the one currently displayed on the screen.
- **Previous Day** - Displays notes for the day previous to the one currently displayed on the screen.
- **Select a day** - Displays notes for the selected day.
- **All/Day notes** - Displays all notes for the selected patient.

Category

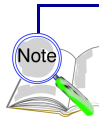
You can also view Notes by category. A category can contain one or more Note types. Use the following steps to select a category:

Step by Step	Additional Information
1. Select Category from the Notes Actions menu.	The system displays a choicelist of available Notes categories.
2. Select one or more categories to view.	
3. Select OK .	Notes of the selected category or categories are displayed.



Copy Note

A note can be used to create an identical new note using the **Copy Note** feature. Use the following steps to copy a note:



*The **Copy Note** feature does **not** apply to **Untimed Notes** and **Annotations**.*

Step by Step	Additional Information
1. Select Copy Note from the Notes Actions menu.	You are prompted to select the date and time for the new note.
2. Select the date and time from the displayed calendar and time fields.	A new note is created using the copied note. You can edit fields and store the new note in the preferred format.
3. Select OK .	

Navigating with Tabstops

Some Note Types have prompt boxes that contain a **Tabstop** marker. The Tabstop is useful for navigating lengthy notes and sectioned notes. A Tabstop marker is placed in the first prompt box of a section or topic. To navigate through the note, press the **Ctrl+Tab** keys to tab to the next Tabstop marker. Continue tabbing until you reach the topic of interest. The **Tabstop** markers are set up in the Note Template. Refer to the *Note Template Tutorial* (250-51011) for instructions.

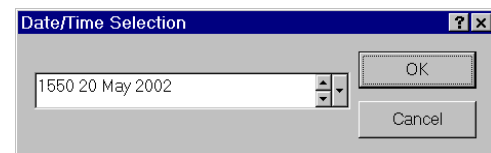
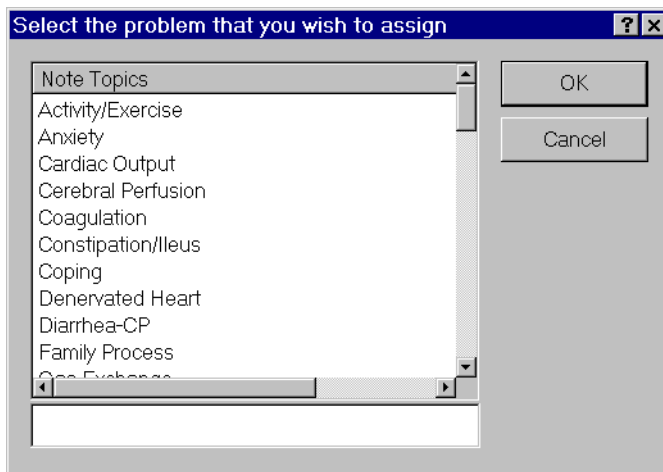
Care Plans

Care Plans are preconfigured nursing guidelines, which can be tailored to the needs of a particular patient. When you enter the **Care Plan** function, the **Active Problems** window is the default display. You can toggle to view **All Problems** by selecting the **All/Active Problems** option in the **Careplan** menu. Use the **Careplan** menu to assign and update Care Plan problems.

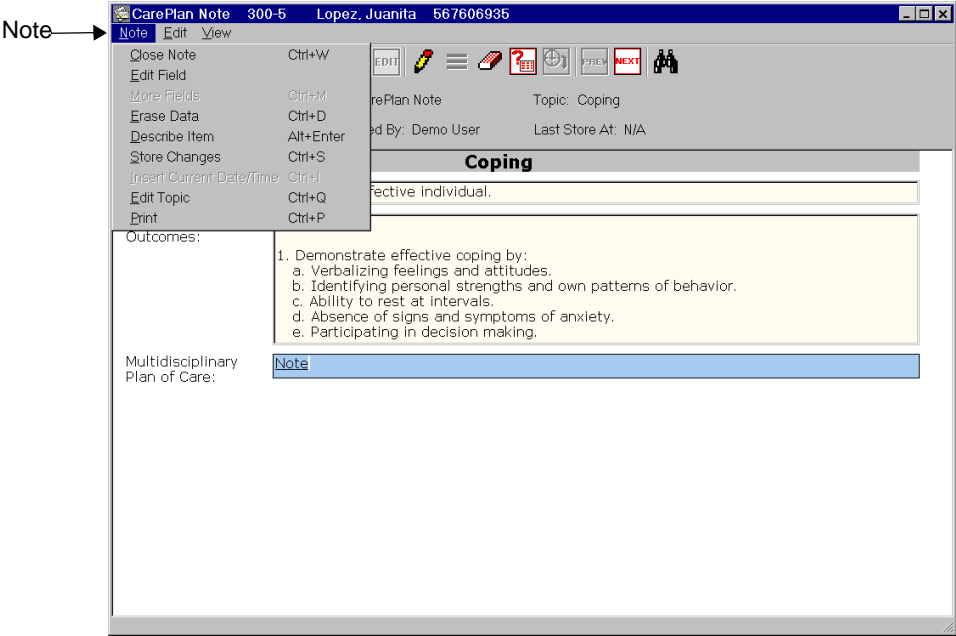
Assigning a New Problem

Use the following steps to assign a new problem:

Step by Step	Additional Information
1. Access Notes for the selected patient.	
2. Select Assign Problem from the Careplan menu.	The Notes Topics window appears.
3. Select a problem topic and click OK .	The Date/Time Selection window appears.



Step by Step	Additional Information
4. Select a date and time for the new problem in the Date/Time Selection window and select OK .	A preconfigured CarePlan Note window is displayed. The window includes a notes-type menu bar for editing the Care Plan as needed.
5. Edit the note and select Store Changes from the Note menu.	The Validation Dialog window appears.
6. Enter your User ID and Password and click OK .	
7. Select Close Note from the Care Plan Note menu to exit the care plan note.	The new care plan is displayed in the Care Plan section of the Notes Menu Screen .



Updating a Problem

An existing problem can be copied and edited using the **Update Problem** menu option. Use the following steps to update a Care Plan problem:

Step by Step	Additional Information
1. From the Notes Menu Screen , select a problem from the Care Plan problem list.	
2. Select Update Problem from the Careplan menu.	The Validation Dialog window appears.
3. Enter your User ID and Password and click OK .	The Date/Time Selection window appears.
4. Select a date and time for the problem update in the Date/Time Selection window and select OK .	The selected Care Plan Note opens for editing.
5. Edit the note and select Store Changes from the Note menu.	The Validation Dialog window appears.
6. Enter your User ID and Password and click OK .	
7. Select Close Note from the Note menu.	The modified note closes.

Showing Status

Use the **Show Status** menu option to view the edit history, if any, of the selected problem in the form of a series of notes. Use the following steps to show the status:

Step by Step	Additional Information
1. Select a Care Plan problem from the displayed list.	
2. Select Show Status from the Careplan menu.	The selected problem is displayed. If the Previous and/or Next Icons are active, you can view the respective Care Plan changes.
3. Select Close Note from the Note menu to close the note.	

Resolving a Problem

The status of the problem can be changed from Active to Resolved. After a care plan is resolved, it cannot be updated. Use the following steps to resolve an existing problem:

Step by Step	Additional Information
1. From the Notes Menu Screen , select a problem from the Care Plan problem list.	
2. Select Resolve Problem from the Careplan menu.	The Validation Dialog window appears.
3. Enter your User Name and Password in the Validation Dialog window and select OK .	The Date/Time Selection window appears.
4. Select a date and time for the problem resolution in the Date/Time Selection window and select OK .	The Care Plan note disappears from the Active Problems list. It can be viewed from the All Problems list.

Fetal Plots

7

This section introduces the Fetal Plot screens in Essentris, which are used in maternal charting. A fetal plot screen is a facsimile of the fetal trace produced at the patient's bedside. Fetal plots can also display the heart rates of twins. Fetal plots are also referred to as fetal strips.

Fetal plots include the following features:

- View real-time fetal plots
- Specify a time to view the related section of the fetal plot
- Create customized fetal plots
- Add annotations

A fetal plot is a graphical recording of a patient's uterine activity and the fetal's heart rate. The fetal monitor begins displaying fetal data when the patient is connected to the monitor. The fetal monitor begins recording fetal data when the patient is admitted into Essentris. The recorded fetal plot is stored in the patient record. Fetal records cease when the patient is disconnected from the monitor.

Fetal plots are configured to the requirements of each hospital and each unit within a hospital. Note that all traces in fetal plots are scaled and therefore, not identical to their bedside counterparts.

Accessing Fetal Plots

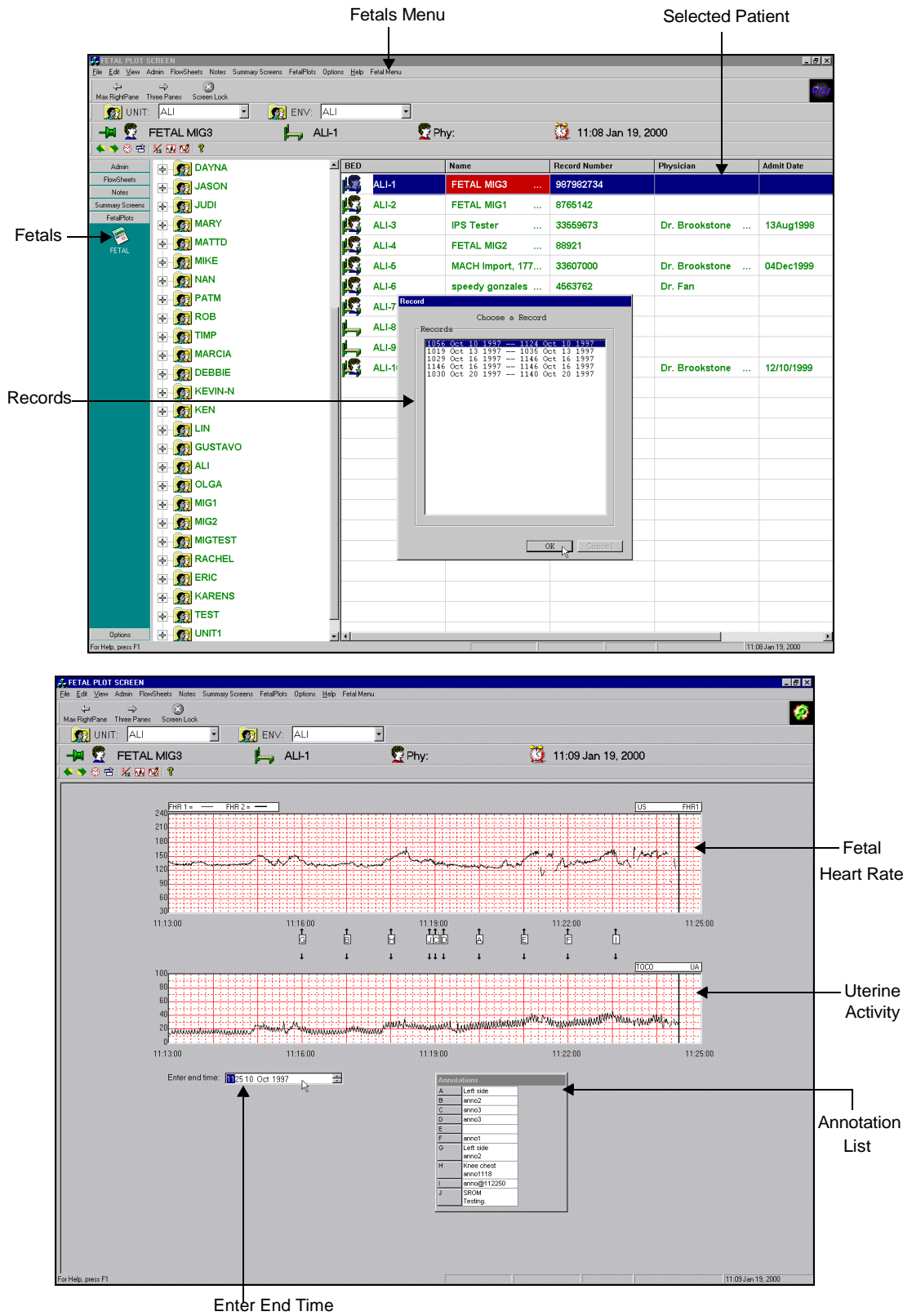
A fetal plot for a particular patient can be accessed from the Essentris menu or from the application toolbar. Use the following steps to access fetal plots:

1. In the **Patient Control** screen, select a patient.
2. Select **Fetal Strip** from the **FetalPlots** tab in the Essentris application toolbar, from the **FetalPlots** pull-down menu, or from the shortcut menu.

If the patient is connected to the fetal monitor, the patient's fetal plot is displayed on the **Fetal Plot Screen**; otherwise, the **Record** choicelist of stored fetal plots is displayed.

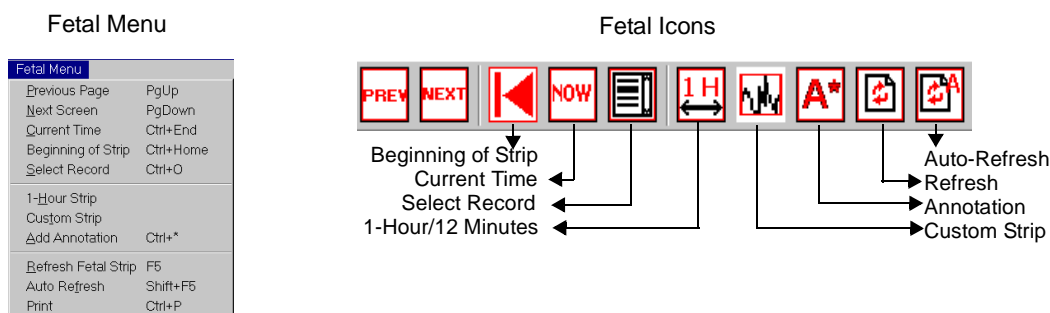
3. If the **Record** choicelist window is displayed, select a fetal record from the choicelist and click **OK**. The **Fetal Plot Screen** is displayed showing the selected fetal record.

Fetal Plots



Fetal Plot Screen Functions

The following functions are menu items from the **Fetal Menu** and/or the Icon tool bar.



Previous Page/Next Screen

When the **Fetal Plot Screen** displays a partial view of a fetal plot, view other parts of the fetal plot using the **Previous Page** or **Next Screen** menu items, the **Prev** or **Next** icons, or the **Page Up** or **Page Down** keys on the keyboard.

Current Time

The current data for a fetal plot can be viewed for the selected patient at any time using the **Current Time** menu option or the **Now** icon. The fetal plot displays the current data and time.

Beginning of Strip

To view the beginning of a fetal strip, select **Beginning of Strip** (Ctrl+Home). The beginning of the strip is shown in the left side of the fetal plot display. **Auto Refresh** is automatically turned off, except when the complete fetal strip is displayed on one screen.

Select Record

Use the following steps to select a stored fetal plot record:

1. Choose **Select Record**. The **Record** window appears, which shows the stored fetal plot records for the current patient, including the ending time for each fetal plot.
2. Select a fetal plot record and click **OK**. The selected fetal plot is displayed.

1-Hour Strip

Use the **1-Hour Strip** option to toggle between the default 12-minute fetal plot display and a one-hour fetal plot display. The end time for the displayed fetal plot remains unchanged.

The current plot is replaced by a one-hour plot with the same end time. To revert back to the default display, use the **12-Min Strip** menu option or the **1-Hour/12 Minute** icon.

Custom Strip

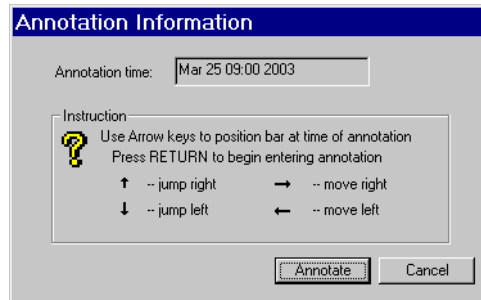
Fetal plots default to 12-minute intervals. You can define custom time intervals for fetal plots using the **Custom Strip** option. Use the following steps to define a custom plot:

1. Select **Custom Strip**. The system displays the **Custom Strip** dialog box, prompting for a plot length. Enter the time interval in minutes.
2. Select **OK**. A Non-Standard Strip Length warning is displayed. A fetal plot using the new time interval is displayed.

Add Annotation

Textual notes or Annotations can be attached at different times to a fetal plot. Stored annotations are displayed on screen in the **Annotations** window. An annotation marker shows under the fetal plot, at the selected time, as an alphabetic character in a small box. Use the following steps to add an annotation to a fetal plot:

1. Select **Add Annotation**. The **Annotation Information** window is displayed to select a time for the annotation.



2. Select an annotation time using the arrow keys.
3. Click the **Annotate** button. The **Annotation** window is displayed.
4. Select from the displayed choices using a double click, or manually enter free text in the field provided.
5. Select **Store**. The **Validation Dialog** window is displayed.
6. Enter your User Name and Password.
7. Select **OK**. The annotation is now displayed in the **Annotations** window. It is also assigned an alphabetic character, which is displayed in the fetal plot at the selected time.

Refresh Fetal Strip

Use the **Refresh** option to manually step through the fetal plot at a self-directed pace. The **Auto Refresh** option should be toggled off while using the **Refresh** option. The **Auto Refresh** feature is *not* used with stored fetal plots.

Auto Refresh

Auto Refresh re-displays the fetal plot every four seconds while new data is received from the bedside monitor. For a live fetal strip, Auto Refresh begins when the fetal strip application is started. If the strip is *not* live when the application is started, the **Auto Refresh** option must be selected to start it.

It can be toggled on or off as needed by selecting the option. It is on when a check mark is displayed next to the option in the **Fetal Menu**. If there is no new data, the icon is greyed out and cannot be selected. The refresh time interval can be configured by CliniComp Client Services. The default refresh time interval is four seconds. This feature is *not* used with stored fetal plots.

Print

Use the following steps to print the currently displayed fetal plot using the **Fetal Menu**:

1. Select the **Print** option on the **Fetal Menu**. The **Print Date/Time** window appears.
2. To print the fetal plot using a different date and time range than the display, enter the required date and/or time in the Start Time and/or End Time text boxes.
3. Use the arrow keys in the date/time boxes or the arrow keys on the keyboard to change the date and/or time.

Optionally, in place of the **Print** option on the **Fetal Menu**, use the **Print Chart** option in the **Tools** menu on the Patient Control screen. See “Printing Charts” on page 151.

Enter End Time

This function is located under the fetal plot on the **Fetal Plot Screen**.

Use the **Enter End Time** box to change the end time for the displayed fetal plot. Use the following steps to change the end time:

1. Place the cursor in the **Enter End Time** text box on the fetal plot screen.
2. Select the time, month, and year for the end time using the arrow buttons in the text box or the arrow keys on the keyboard.
3. Select **Enter**. The corresponding fetal plot is displayed.

Display Patient Name

The Fetal Monitor Remote Display (FMRD) can optionally display the patient name. Patient names can be hidden or displayed individually or globally. To configure this option, contact CliniComp Client Services.

Newborn Growth Charts

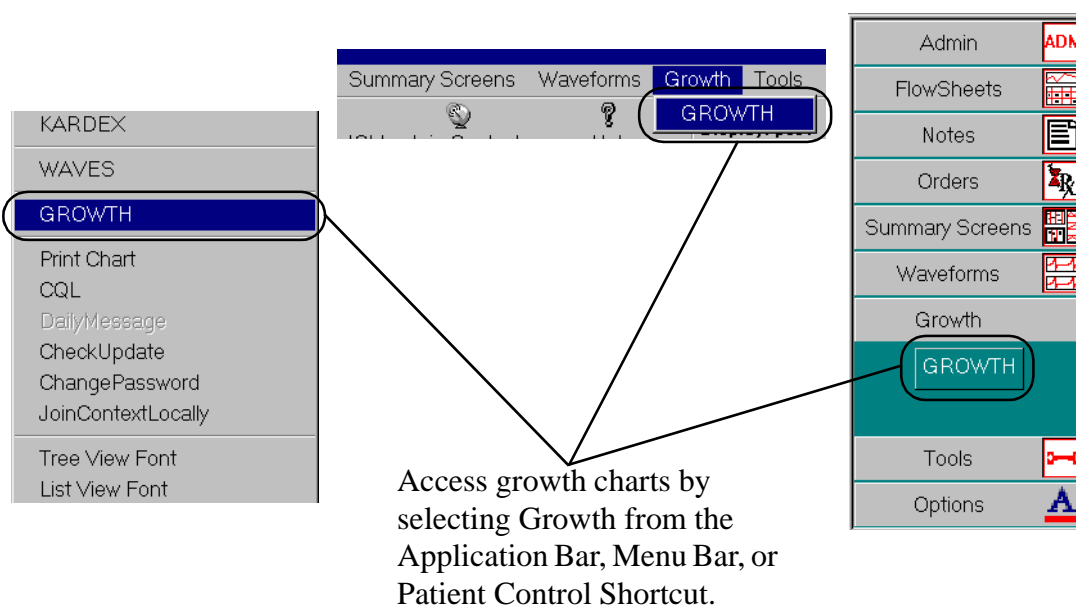
8

Growth charts consist of a series of percentile curves that illustrate the distribution of selected body measurements in U.S. infants. Data charted in babies' medical records are graphed onto the growth charts for comparison with large population studies. For additional information on growth charts, please refer to the CDC's National Center for Health Statistics website (<http://www.cdc.gov/growthcharts/>).

Growth charts are not intended to be used as a sole diagnostic instrument. Instead, growth charts are tools that contribute to forming an overall clinical impression for the child being measured.

Accessing Growth Charts

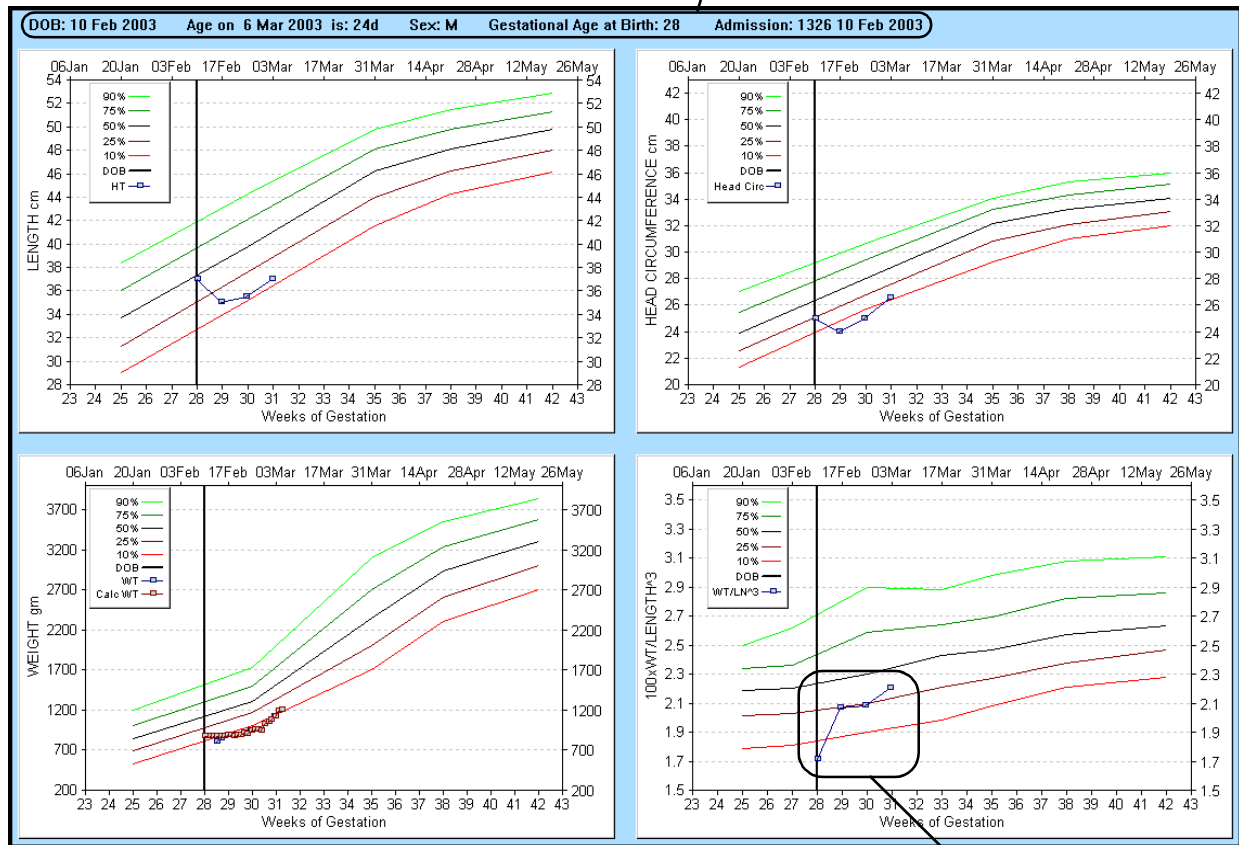
To access a newborn's growth charts, select the patient record and then select **Growth** from the Application Bar, the Menu Bar, or as a choice on the Patient Control Shortcut Menu.



Newborn Growth Charts

Sample Growth Chart Screen

Patient information



Patient Data

Data stored to the following database items appear on the charts:

HEIGHT
WEIGHT
CALCULATION WEIGHT
OccipitalFrontalCirc.calc

The weight to length calculation is computed as:

$$\frac{100 \times \text{WEIGHT}}{\text{HEIGHT}}$$

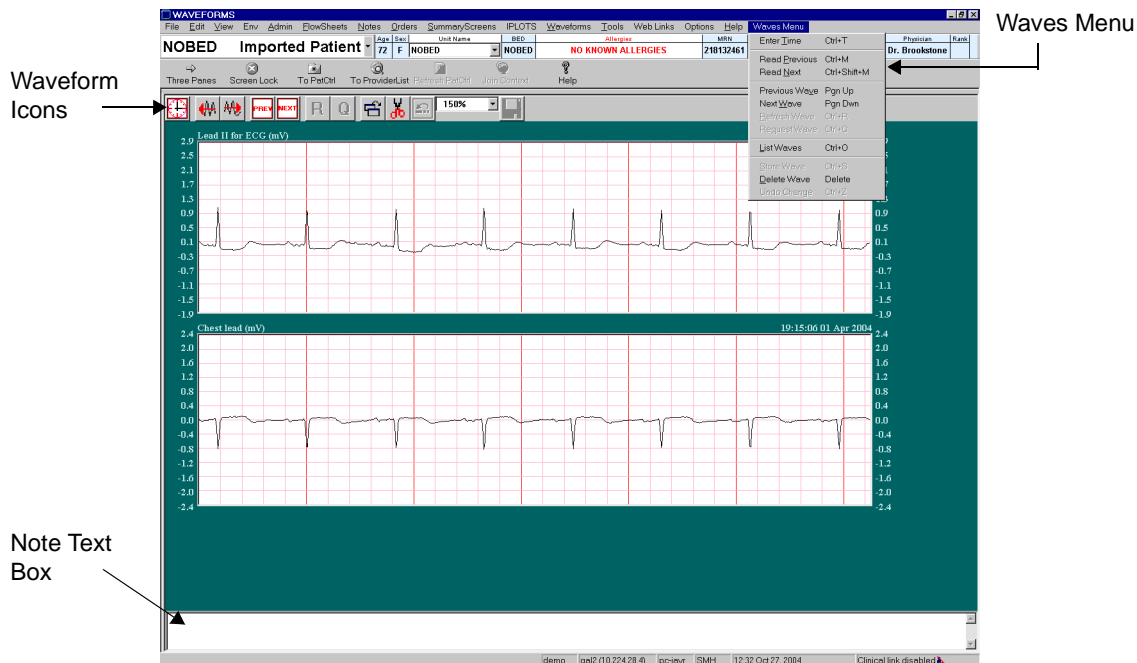
Waveforms

9

Waveforms are graphical displays of various monitored parameters, such as Pulmonary Artery Pressure (PAP), Arterial Blood Pressure (ABP), and Cardio-Respirogram (CRG). Waveforms are selectively saved in the patient record, and annotations can be included with the patient's waveforms. **Note:** It is strongly recommended that the bedside monitor be used when making medical decisions.

Displaying Waveforms

To display a patient's waveforms, select a patient in the Patient Control window. On the menu bar, open the Waveforms menu and select Waves to display the patient's waveforms.



There are two sources of waveforms: the patient bedside monitors, and previously stored waveforms. When the Waveforms screen opens, it displays waveforms from the patient bedside monitors, if the patient is being monitored. Otherwise, the screen displays a stored waveform. Use the following tools to view, store, change, or delete waveforms.

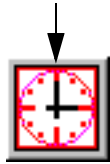
Patient-Monitor Waveforms

A waveform is displayed on the bedside monitor for each monitor lead connected to the patient. Use the following functions for the patient-monitor waveforms.

Enter Time

Use **Enter Time** to set the start time for recording the waveforms of the monitored patient. To display the **Enter Time** dialog box, click the **Enter Time** icon or click the menu item on the Waves Menu.

Enter Time Icon



To set the time and date, use the up and down arrows in the **Enter Time** dialog box, or on the keyboard, to set the individual fields of the time and date. After setting the hour, use the right arrow on the keyboard to select the minutes. Set the minutes and continue with the same process to set the date fields. Click the **OK** button when you are finished.

Max. Time shows the end time and date for the maximum amount of recording time for this patient's waveforms.

Read Previous/Read Next

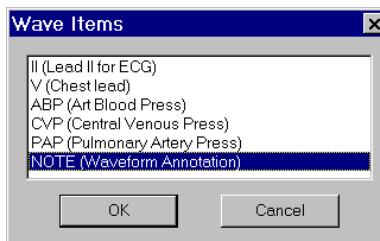
Note: These functions are active when the continuous waveform option is configured on. They are greyed-out when the non-continuous waveform option is configured on.

These functions move the waveform forward or back by the length of the display. The display is shown in seconds. Contact CliniComp Client Services to change the number of seconds displayed. Click the **Read Previous** or **Read Next** icons or click the menu items in the Waves Menu to move the waveform.



Delete Wave

Use **Delete Wave** to remove a single waveform or note from your display of waveforms monitoring a patient. Note that this action does *not* remove the waveform from the bedside monitor. Click on the **Delete Wave** icon or click the menu item on the Waves Menu. The **Wave Items** window appears. Select the waveform to be removed and click **OK**.



Stored Waveforms

Stored waveforms are written to the patient's record.

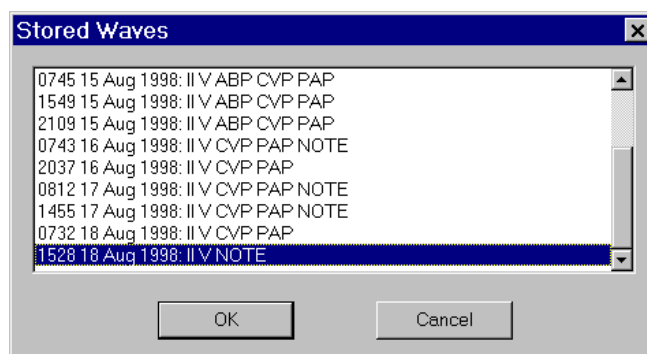
Previous Wave/Next Wave

Use these functions to display the previous or next set of stored waveforms. Use the **Previous Wave** or **Next Wave** icons or the menu items in the Waves Menu to display the previous or next set of waveforms.



List Waves

Use the **List Waves** icon or the menu item in the Waves Menu to open the **Stored Waves** window. This window lists the stored waveforms and notes for the current patient in date order. To display any waveform or note in the list, select the waveform and click **OK**. Click **Cancel** to close the window.



Stored and Monitored Waveforms

The following topics apply to both patient-monitored waveforms and stored waveforms.

Refresh Wave

Use this icon to display all available waveforms. **Note:** This function is active when the non-continuous waveform feature is configured on. It is greyed-out when the continuous waveform feature is configured on.

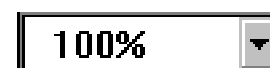


Request Wave

Use this icon to display a list of all available waveforms, from which waveforms are selected for display. **Note:** This function is active when the non-continuous waveform feature is configured on. It is greyed-out when the continuous waveform feature is configured on.

Zoom/Scale

Use the zoom/scale feature to either zoom out to show more waveforms, or zoom in to show fewer waveforms. To zoom, select a scale from the drop-down list shown in the icon bar. Note that the range for the scale of each waveform, shown on both ends of each

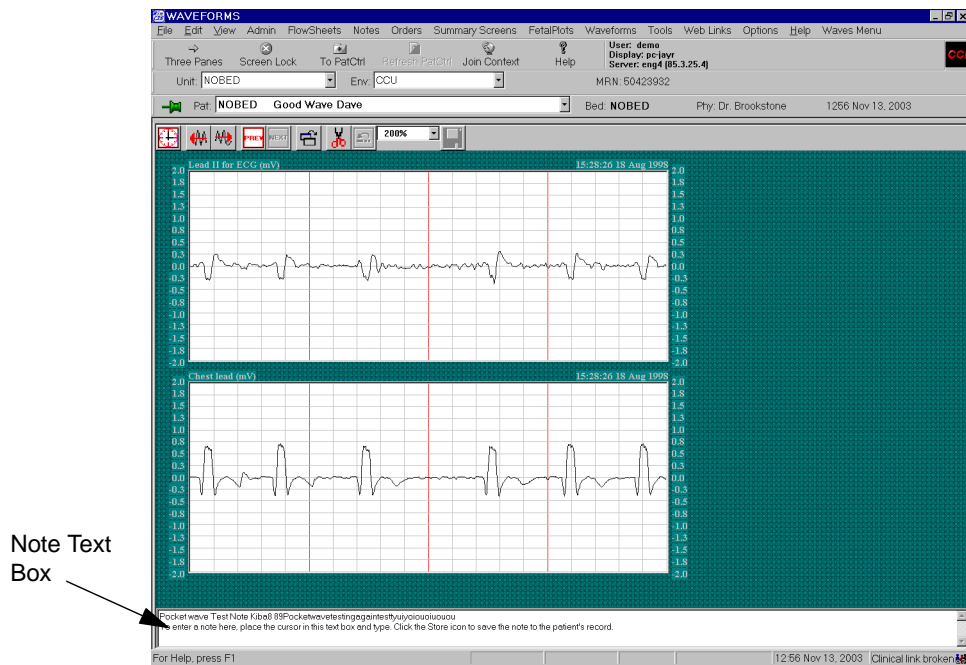


Waveforms

waveform, does *not* change when the display is zoomed, but the incremental values of the scale might change.

Waveform Annotation

To enter a note for the patient, place the cursor in the note text box at the bottom of the **Waveforms** screen and type the note information. Click the **Store** icon to save the note in the patient's record.



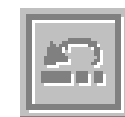
Store Wave

Use the **Store** icon or the **Store Wave** menu item on the Waves Menu to save waveforms or a note to the patient record.



Undo Change

Use **Undo Change** to revert the display back to the state of the display when the last **Store** was done. Click on the **Undo Change** icon or the menu item in the Waves Menu.



Tools

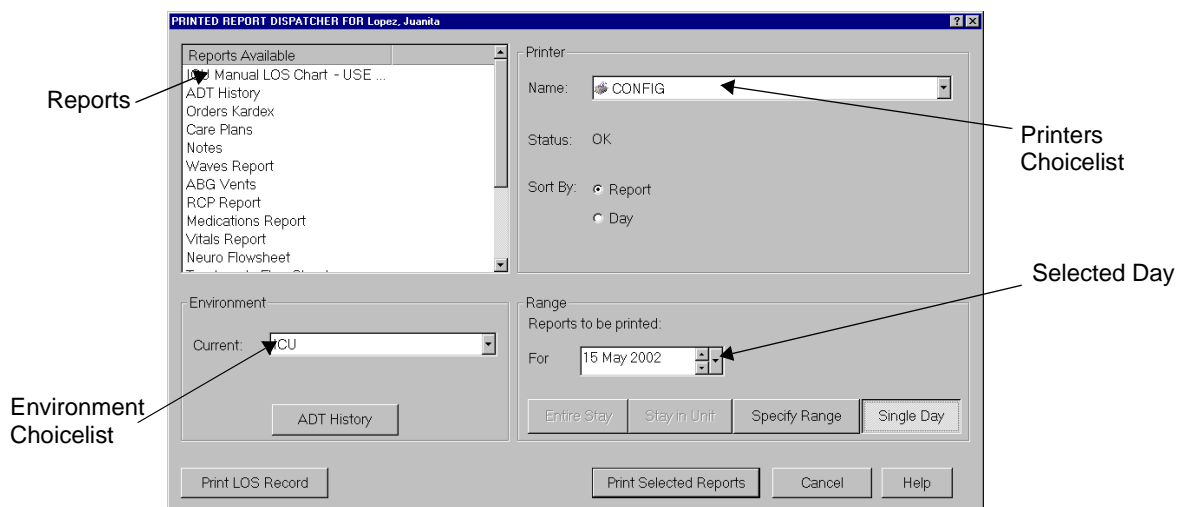
10

The Tools section describes the Essentris enhanced printing options; access to CQL; CheckUpdate, the automatic update feature for Essentris; and the Change Password utility.

Printing Charts

The report printing feature in Essentris displays a variety of printing options. To use the printing features, perform the following steps:

1. Select a patient in the **Patient Control** screen.
2. Select **Print Chart** from the **Tools** pull-down menu, or from the right-click menu. The **Printed Report Dispatcher** window is displayed. Reports configured for the current environment are displayed in the **Reports Available** list.
3. Select a report or a group of reports (required).
4. Select printing options.
5. Select **Print Selected Reports**. The system prompts you for your User Name and Password.
6. Enter the required information.



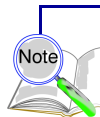
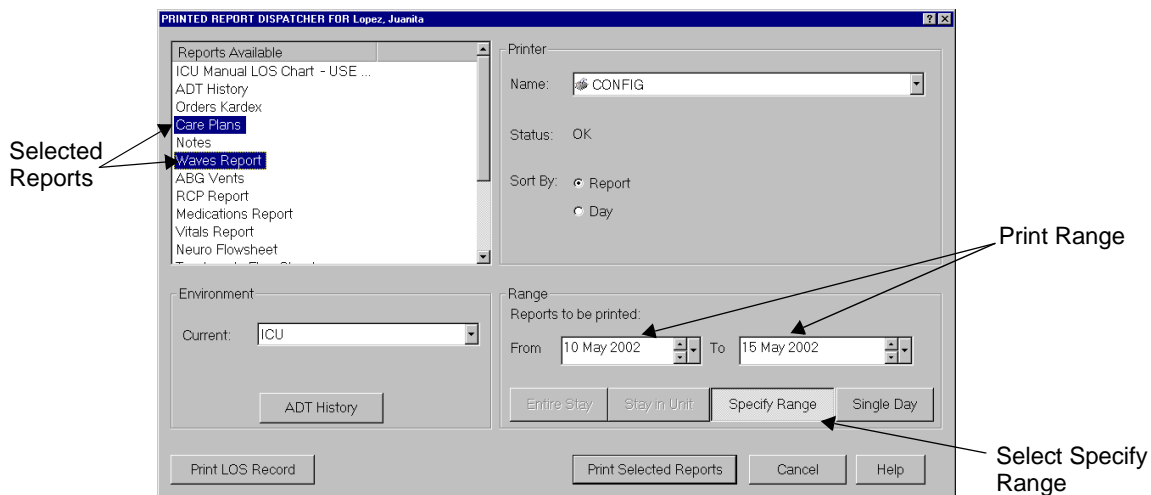
Print Options

The following options are available in the **Printed Report Dispatcher** window.

Specify Time

The following chronological options can be specified for printing a report:

- Print reports for a **Single Day**. Select the day using the **Reports to be printed** date selection box.
- Print reports for the **Entire Stay** of the selected patient. This selection results in the printing of patient charts by day.
- Print reports for the **Stay in Unit**, that is, for the length of time the patient was in the selected unit.
- Print reports for a specified range of days by selecting the **Specify Range** option, which displays a **To** date field.



In Essentris, the system defaults to the Single Day menu option with the current day selected.

Specify Printer

The selected reports are routed to a printer choicelist. If a printer other than the default one is selected, you are prompted for validation once every session.

Specify Environment

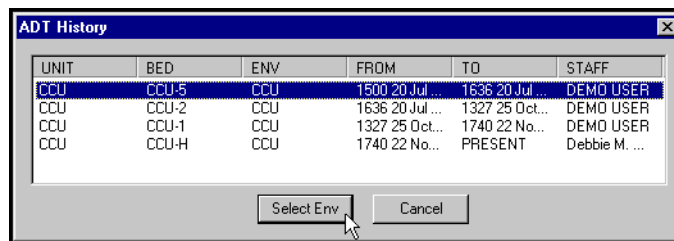
Select from the list of configured environments displayed in the **Environment** field. The selected environment's report list is displayed in the **Reports Available** list.

Print a Length of Stay (LOS) Record

The **Print LOS Record** option prints a pre-configured group of patient records determined by the system administrator for the entire duration of a patient's stay. The charts are printed by week. As LOS Records are pre-configured, items in the **Reports Available** list should not be manually selected when the **Print LOS Record** button is selected for printing.

View the Admit, Discharge, and Transfer (ADT) History

The duration of a patient's stay in each unit can be reviewed using the **ADT History** option. Review this information and select an environment from the displayed list using the **Select Env** button in the **ADT History** window. Refer to the following example.



UNIT	BED	ENV	FROM	TO	STAFF
CCU	CCU-5	CCU	1500 20 Jul...	1636 20 Jul...	DEMO USER
CCU	CCU-2	CCU	1636 20 Jul...	1327 25 Oct...	DEMO USER
CCU	CCU-1	CCU	1327 25 Oct...	1740 22 No...	DEMO USER
CCU	CCU-H	CCU	1740 22 No...	PRESENT	Debbie M. ...

Select Env Cancel

Print Options

Use the Print Screen feature to print the flowsheet screen.

Step by Step

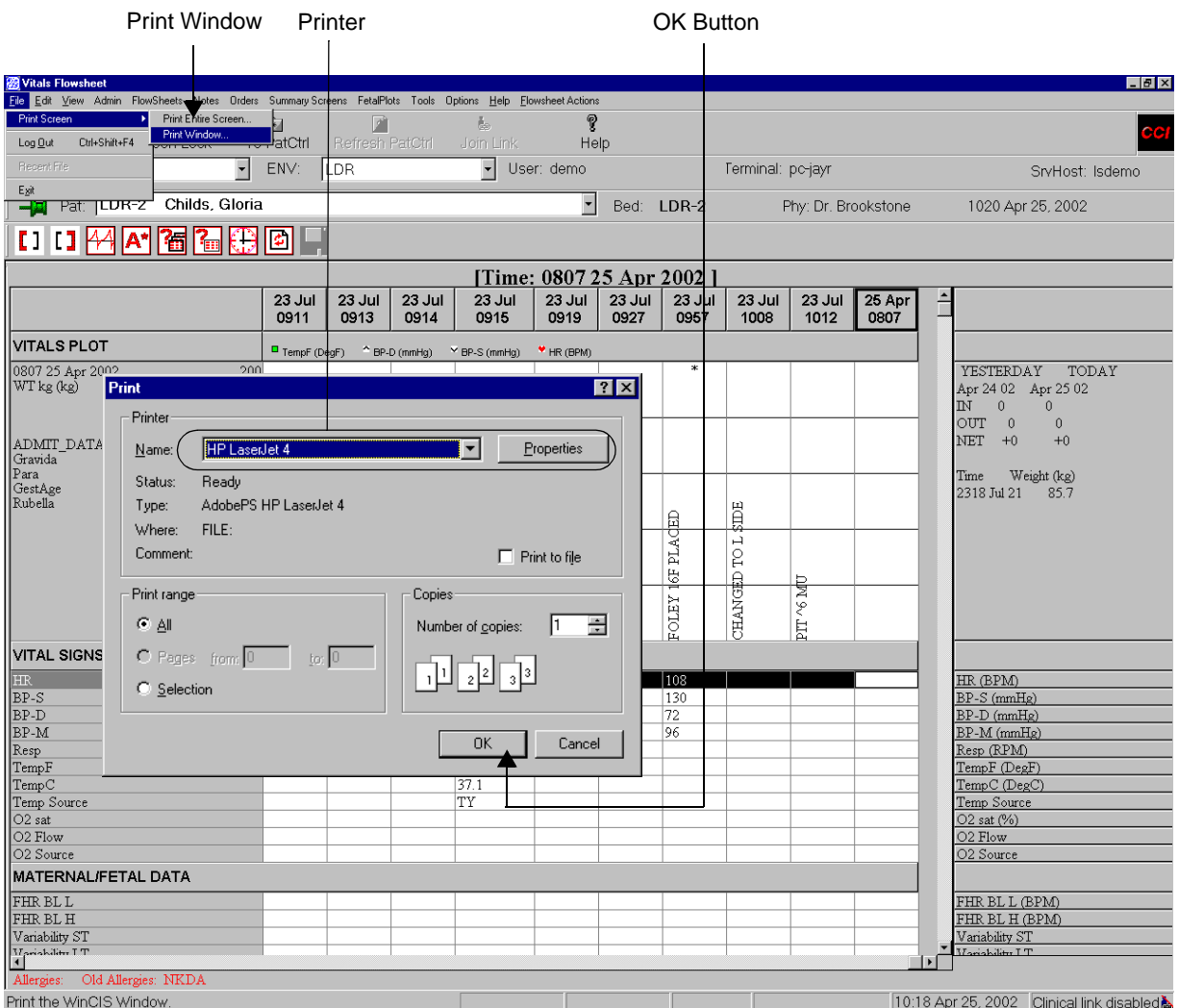
1. Click **File** on the Menu Bar and select **Print Screen > Print Window** from the drop-down menu.
2. Select a printer and print properties.
3. Click the **OK** button.

Additional Information

The Windows Print menu is displayed.

A default printer and print properties are automatically selected. You can select another printer and print properties from the menu.

The screen is printed at the selected printer as a Bitmap image.

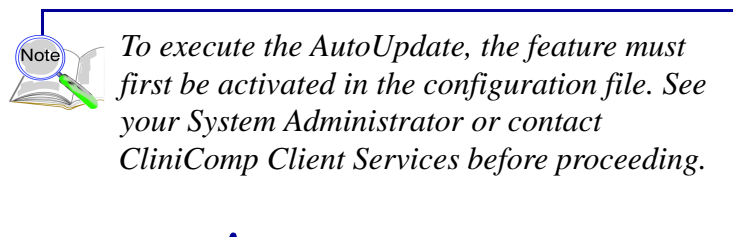
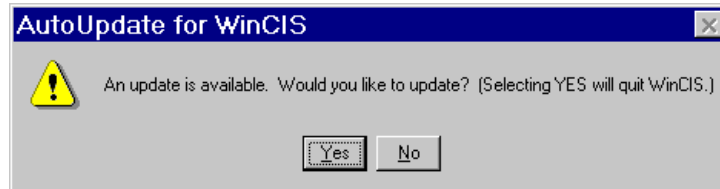


Accessing CQL

Use the **CQL** menu item to logon to CQL. Enter your CIS user name and password to display the CQL application list.

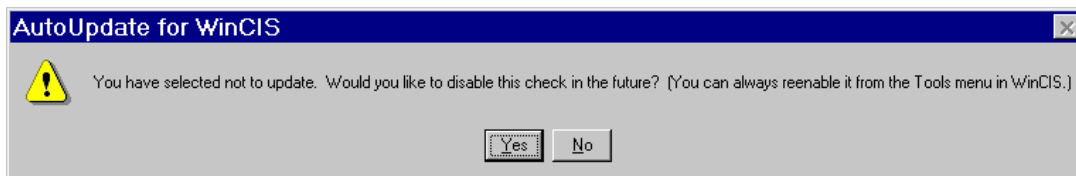
Using CheckUpdate

Use the **CheckUpdate** menu item to check for an available software system update to Essentris. When an update is available, you are prompted with the following message.



Select **Yes** to automatically exit Essentris and begin the AutoUpdate. When the update finishes, restart Essentris. The new build or version number is updated in the **About Essentris** window.

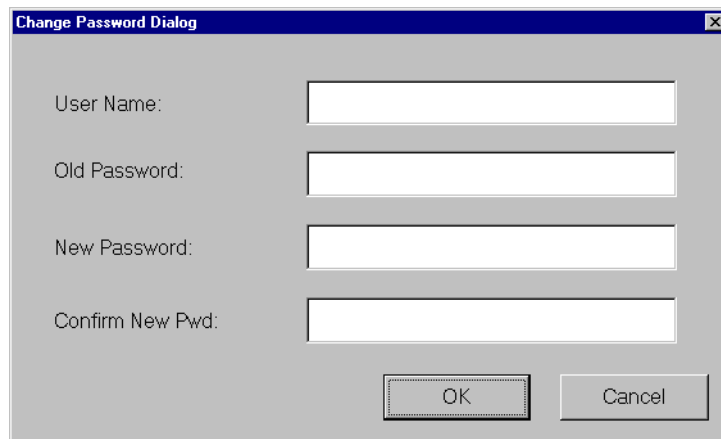
Select **No** to *not* start the AutoUpdate at this time. The following message appears.



Select **Yes** to turn off the automatic **CheckUpdate** feature, or select **No** to keep the feature active.

Changing Your Password

Use the **ChangePassword** menu item to change your Essentris password. When the **Change Password Dialog** box appears, enter your User Name, Old Password, and New Password (twice). Press **OK** to store the new password, or press **Cancel** to abort the password change.



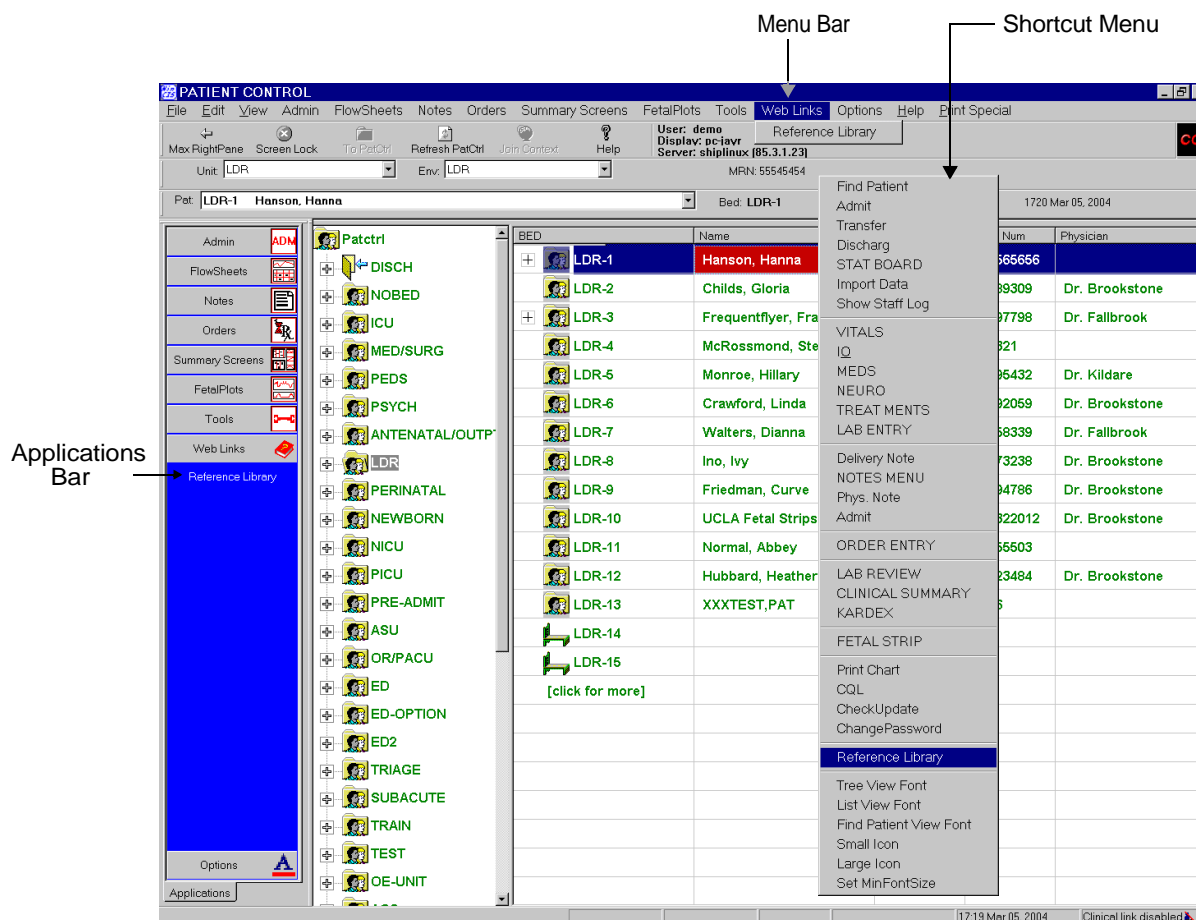
The image shows a 'Change Password Dialog' window. It has a title bar with the text 'Change Password Dialog' and a close button (X). The dialog contains four text input fields with labels to their left: 'User Name:', 'Old Password:', 'New Password:', and 'Confirm New Pwd:'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Web Links

11

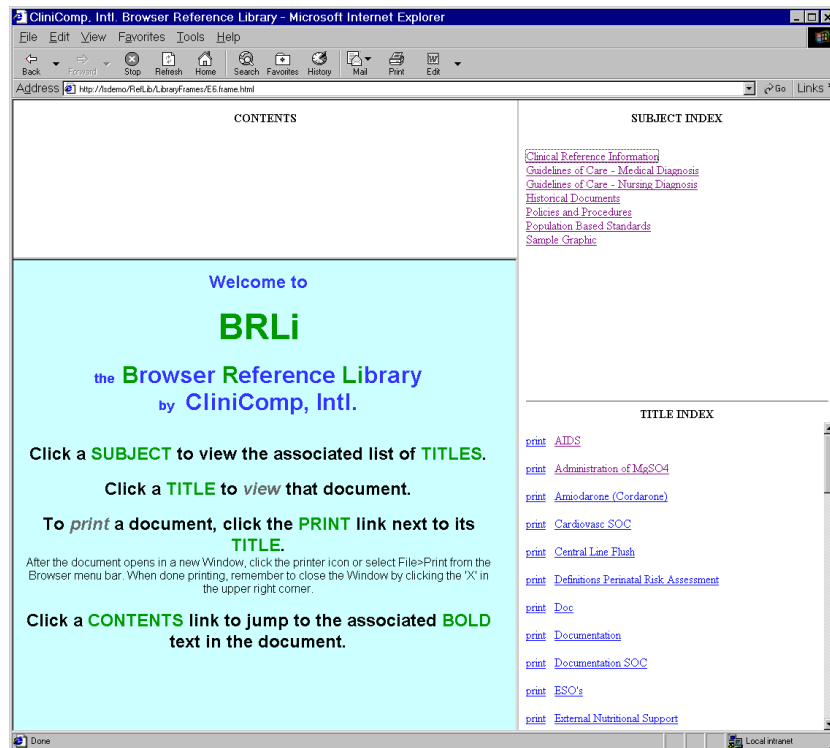
This section describes the hospital **Reference Library**. The contents of the library are determined by the hospital and can contain HTML documents, PDF formatted documents, and links to any Web site. Documents and links are categorized within a CIS environment.

Access the Reference Library from the Shortcut Menu, or the **Web Links** menu on the Applications Bar or the Menu Bar.



Using The Reference Library

After selecting an environment in the Patient Control screen, click the **Reference Library** menu option to display the **Browser Reference Library (BRLi)** web page.



Document Types

The BRLi supports a variety of document types: CIS Reference Library documents, HTML documents, and PDF documents. Word processing or publishing tool documents such as MS Word or FrameMaker can be displayed in the BRLi, if the word processing or publishing tool software resides on the computer where the document is displayed. Also, links to Web sites can be listed in the **Title Index**. Each Web site can be internal or external to the hospital.

Displaying Documents

To display the text of a document, use the following steps:

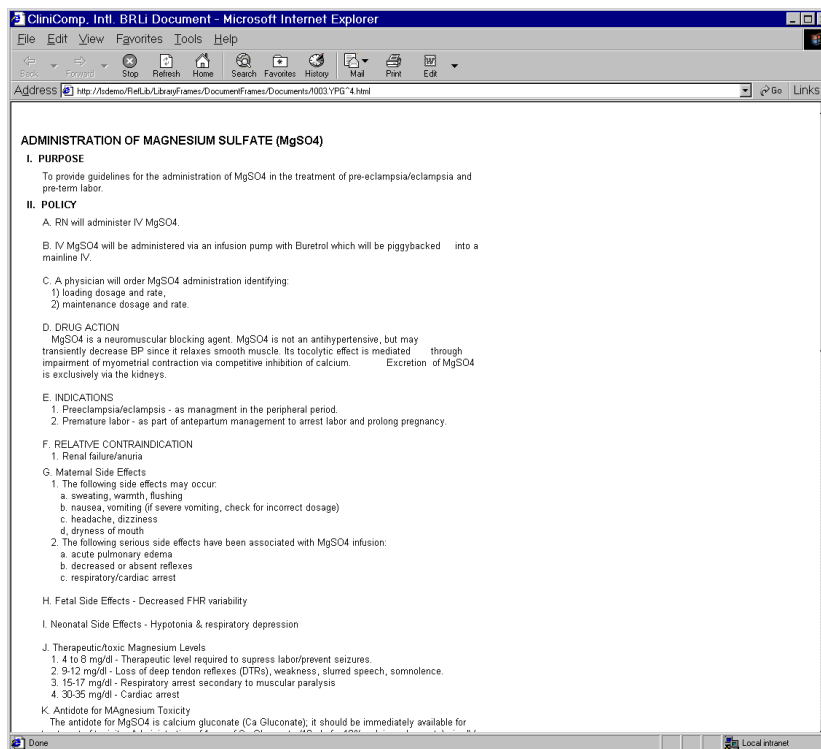
1. Select a subject in the **Subject Index**.
The document titles for the selected subject appear in the **Title Index** frame.
2. Select a title in the **Title Index**. A separate window opens:
 - A browser window opens for CIS Reference Library documents, HTML documents, and Web site links. Some documents display a topic list in the **Contents** frame as a navigation aid.
 - PDF documents open in an Acrobat Reader window.
 - Word processing or publishing tool documents open in their respective window.

Printing Documents

To print the text of a document from the **Title Index**, click on the document's **print** link, if one is shown. If a **print** link is not shown, click the document title. A window opens to display the text of the document, as described in Step 2 above.

For a browser window, choose one of the following print options:

- Click the **Printer** Icon in the Icon Bar.
- Open the **File** menu and click the **Print** option to display the **Print** window. In the **Print** window, select options if needed and click **OK**.



Display Options

12

Parts of the Essentris display, specifically font and icon sizes, can be set by the user. The sections that follow describe the screen customizations and their implementation that are available in Essentris.

Patient Control

Display options are available as a pane in the application bar and as a drop-down menu from the menu bar. As illustrated in the figure below, various options are available to change the look of fonts and icons. These options include the Tree View Font, List View Font, Find Patient View Font, Small Icon, Large Icon, and Set MinFontSize.

These options do not control the title bar in screens or pop-up windows, menu bar, or the shortcut menu. These areas are controlled by the Windows Operating System. Consult your System Administrator about changes to these areas.

Tree View Font

List View Font

Find Patient View Font

Small Icon

Large Icon

Minimum Font Size

Pat	Adm	FlowSheets	Notes	Orders	Summary Screens	Waveforms	Tools	Web Links	Options	Print Special
300-1	Imported Patient	83064496	Dr. Brookstone							
300-2	Berner, Benjamin	667596927	Dr. Fallbrook							
300-3	test io summ	333								
300-4	Asterod, Thomas	64144677	Dr. Brookstone							
300-5	Lopez, Juanita	667606935	Dr. Brookstone							
300-6	Jones, Robert	33690961	Dr. Fallbrook							
300-7	Waveforms, Rhonda	667590351	Dr. Brookstone							
300-8	Smith, Bob	12345								
300-9	Lopressure, Harry	16005358	Dr. Kildare							
300-10	Wallace, Michael J.	967654								
300-11	TEST, A	6363636363	Welby, Marcus							
300-12	Spoon, Samuel	16023945	Dr. Kildare							
300-13	DOE, SANDIE	XXXXXX	DR FRED SMITH							
300-14	Struulin, Mary	33446677	Dr. Pottingham							
300-15	XXX, Alex, Damon	12321321								

Note

The Font and Icon sizing are temporary for each log-in. Logging off the system restores all Font and Icon defaults.

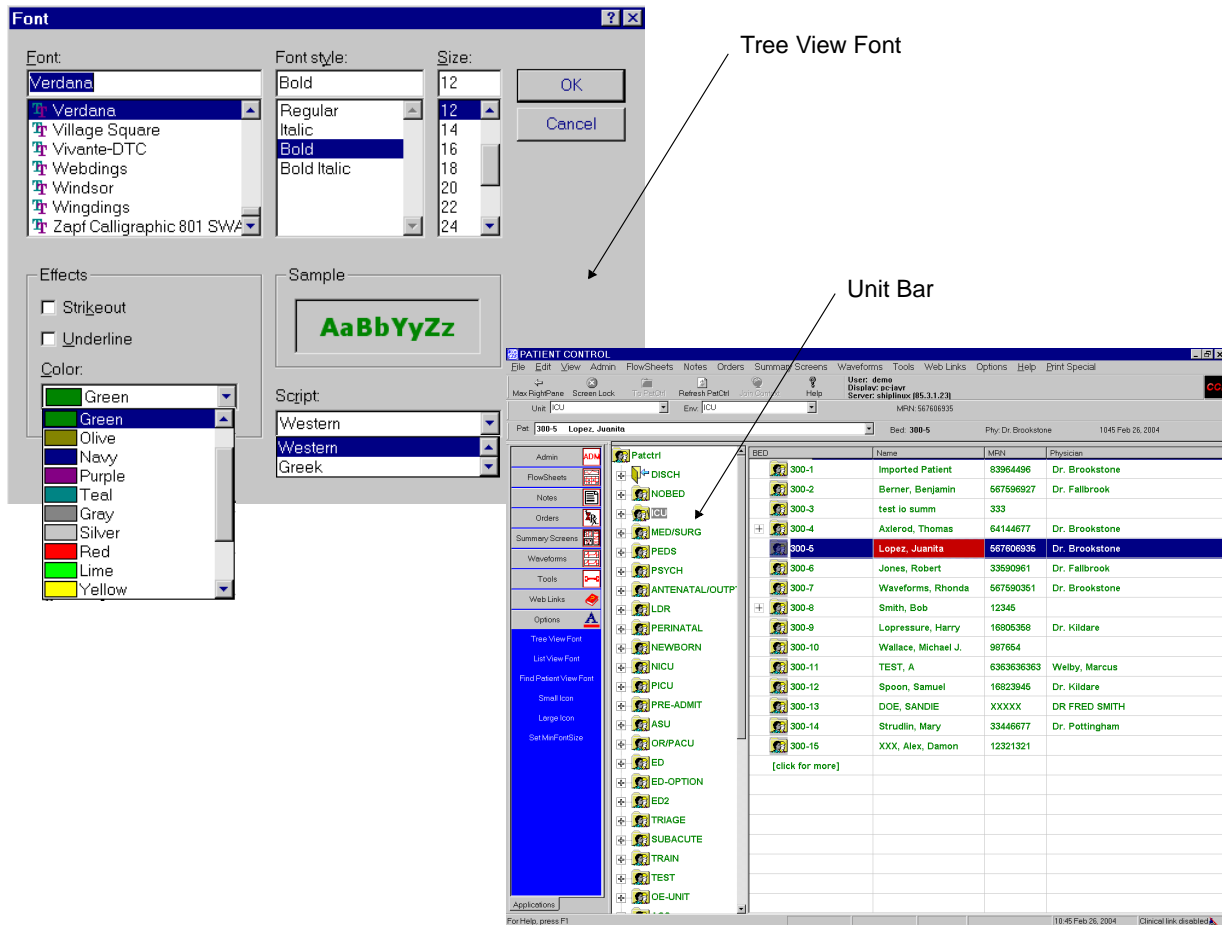
Unit Bar Font

Selecting **Tree View Font** opens a pop-up window used to set the font, font style, size of the font, effects (strikeout/underline), and script (Western/Greek) in the Unit Bar. To change the font in the Unit Bar, perform the following steps:

Step by Step

Additional Information

1. Select **Tree View Font** from the **Options** pane in the Applications Bar, or from the **Options** drop-down menu on the Menu Bar. The **Font** window appears.
2. Select the options and click the **OK** button. The changes are applied to the Unit Bar.



Patient Control List Font

Selecting **List View Font** opens a pop-up window used to set the font, font style, size of the font, effects (strikeout/underline), and script (Western/Greek) in the Application Window for Patient Control. To change the font in the Application Window, perform the following steps:

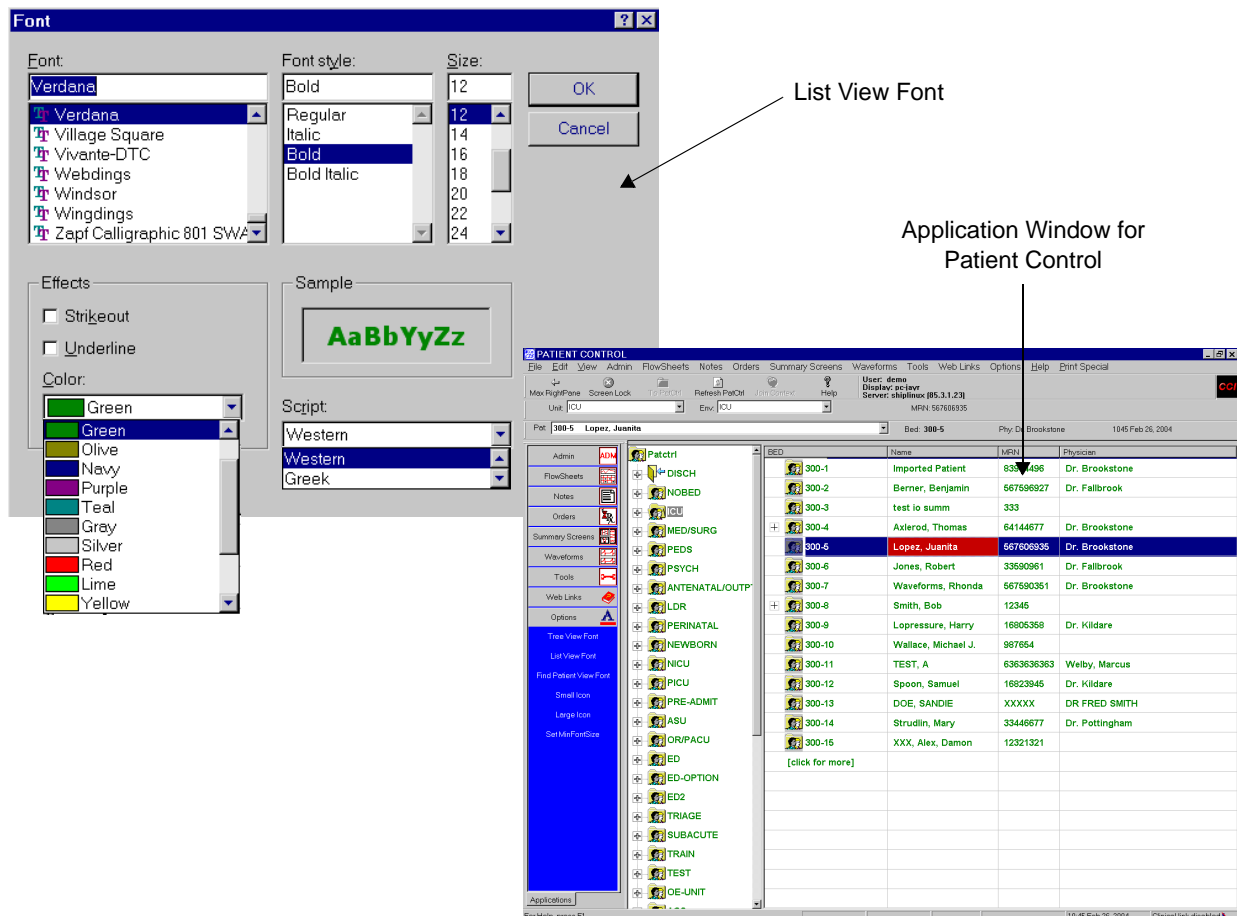
Step by Step

1. Select **List View Font** from the **Options** pane in the Applications Bar, or from the **Options** drop-down menu on the Menu Bar.
2. Select the options and click the **OK** button.

Additional Information

The **Font** window appears.

The changes are applied to the Application Window display.



Find Patient View Font

Selecting **Find Patient View Font** opens a pop-up window used to set the font, font style, size of the font, effects (strikeout/underline), and script (Western/Greek) in the **Find Patient Application Display** window. To change the font in the **Find Patient Application Display**, perform the following steps:

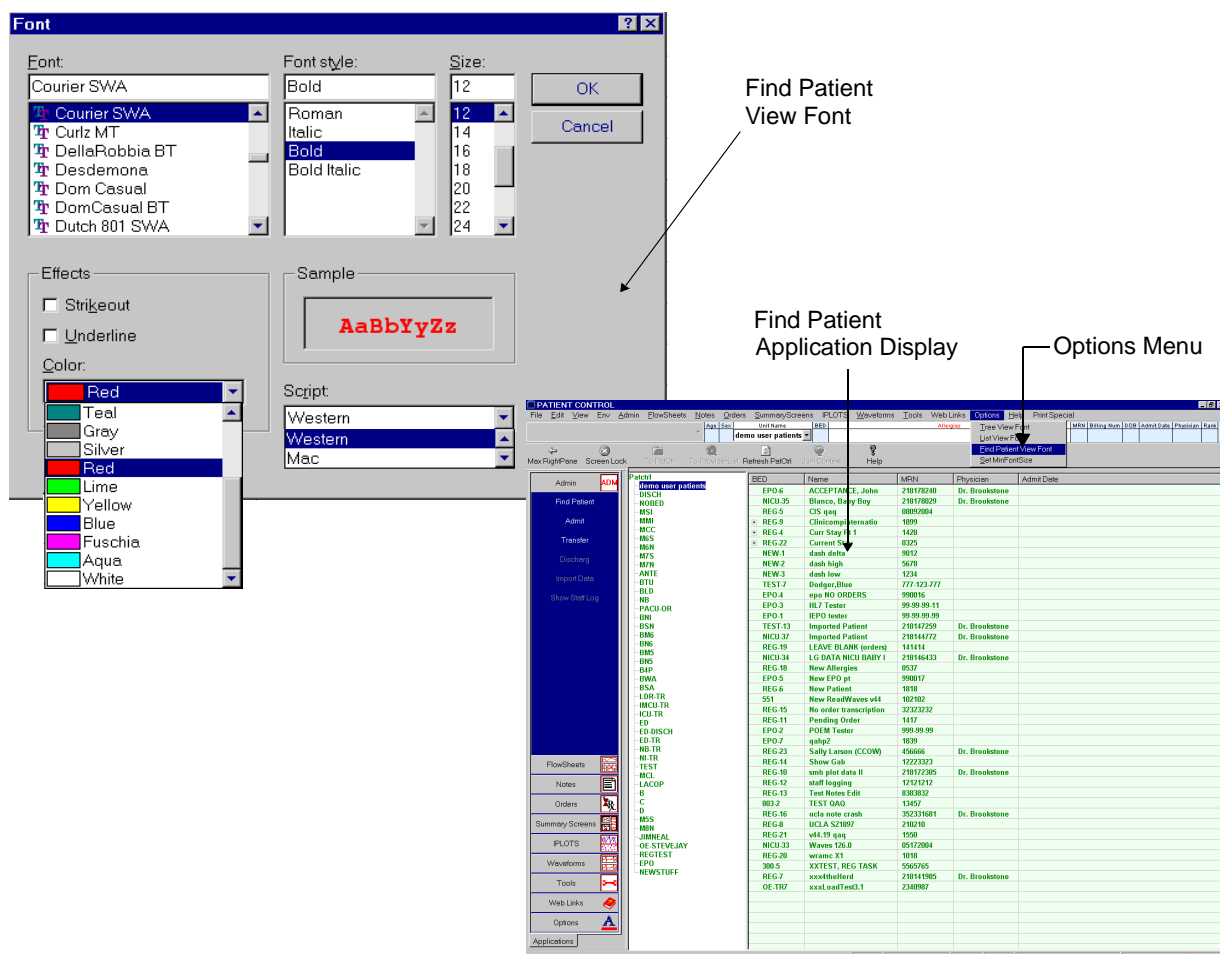
Step by Step

1. Select **Find Patient View Font** from the **Options** pane in the Applications Bar, or from the **Options** drop-down menu on the Menu Bar.
2. Select the options and click the **OK** button.

Additional Information

The **Font** window appears.

The changes are applied to the **Find Patient Application Display** screen.



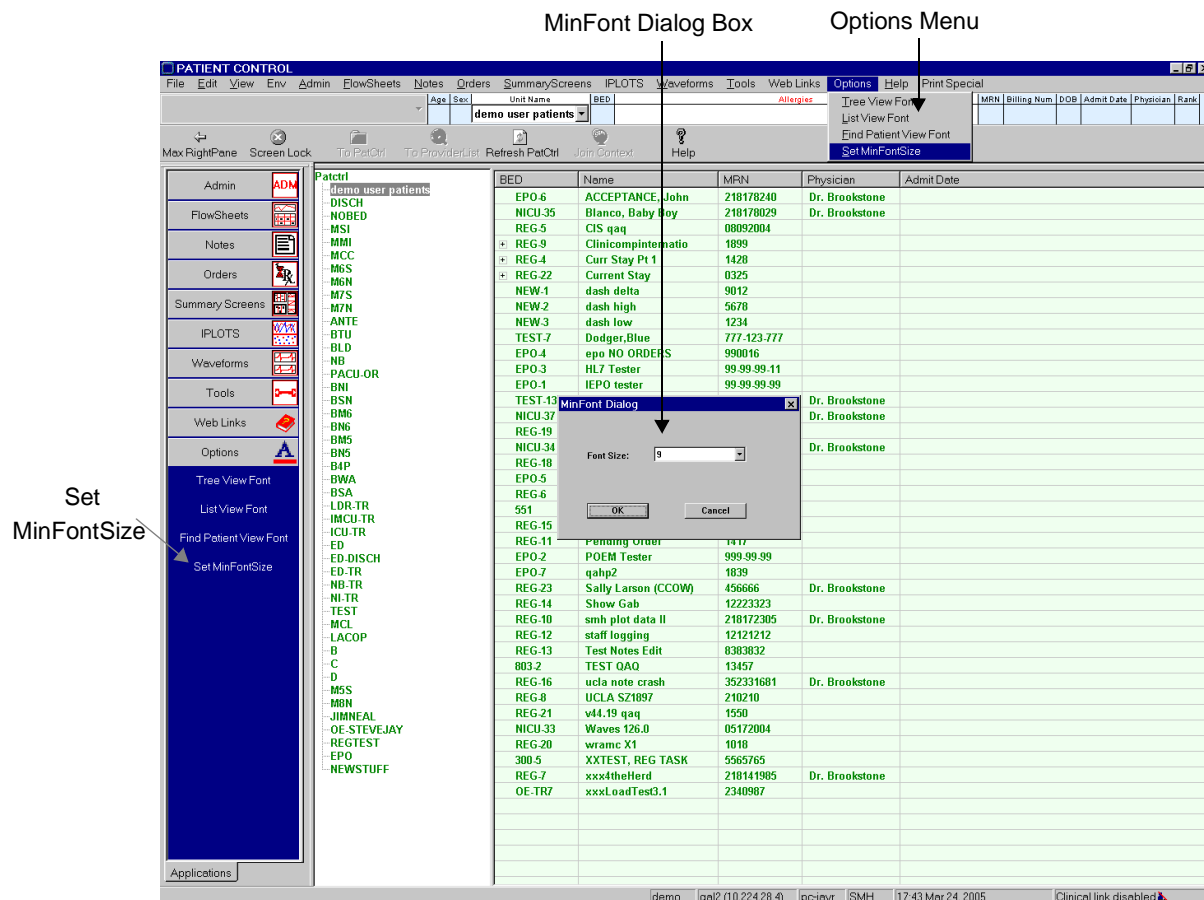
Set Minimum Font Size

Use the **Set MinFontSize** option to set a minimum font size. This option effects only your view of Essentris on your PC or workstation and remains in effect until you change it. The default minimum font size is 14. This option takes effect on the next login. To set a minimum font size, perform the following steps. **Note:** to use a minimum font size on a more permanent basis, contact CliniComp Client Services to configure the setting.

Step by Step

Additional Information

1. Click **Options** in the Application Bar or Menu Bar.
2. Click on **Set MinFontSize** from the Application Bar or from the **Options** Menu.
3. Use the arrow button in the selection box to set the font size and click **OK**.
4. To make changes effective immediately, exit and re-start Essentris.



Summary of Effects on Display Windows

The following lists summarize the Essentris display windows and how they are effected by the **Set MinFontSize** option.

The following displays are effected by the **Set MinFontSize** option:

- **Flowsheets** - The minimum font size effects the main display. The Zoom feature is active.
- **Notes** - The minimum font size effects the main display and the Note creation and editing window.

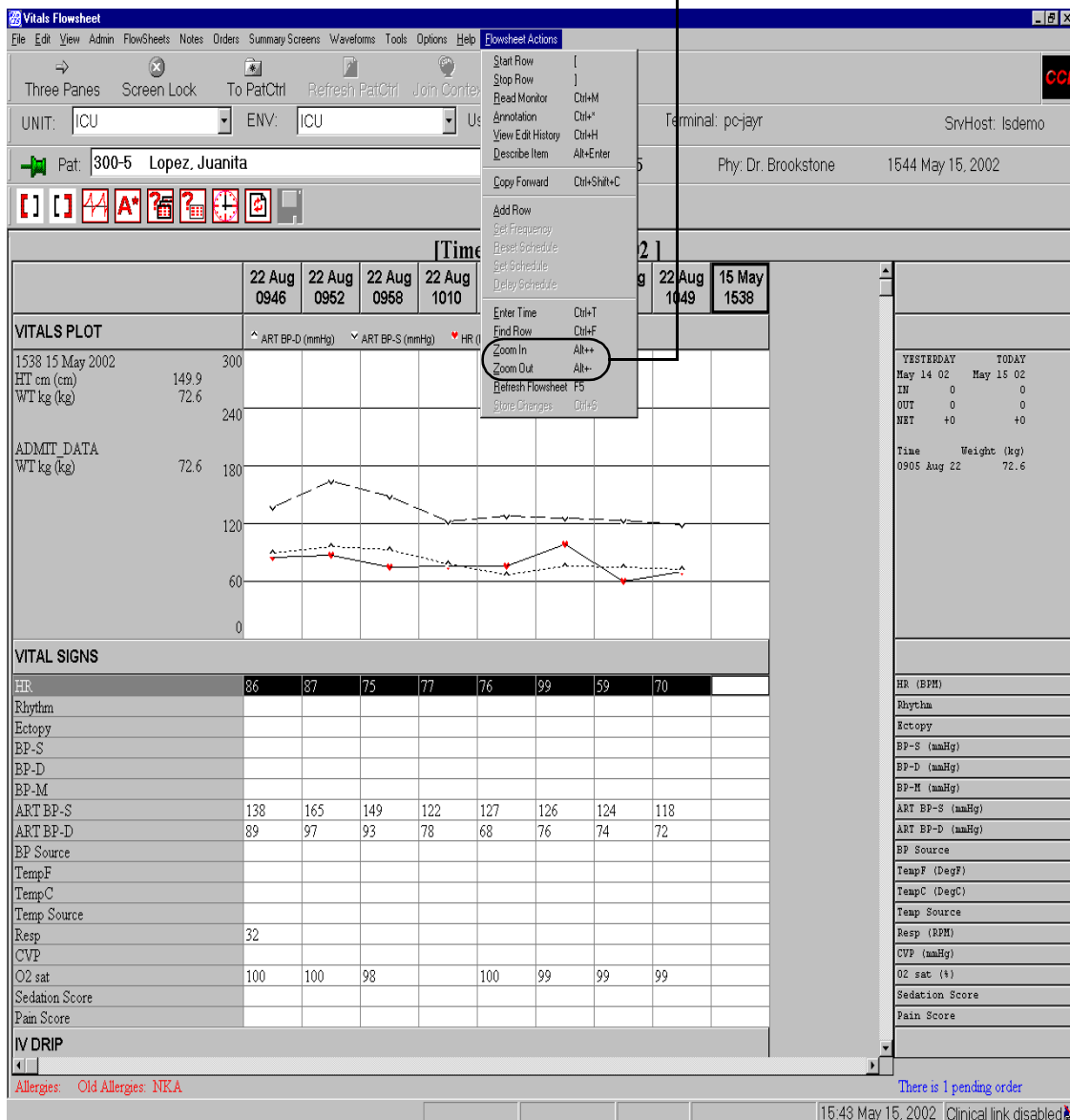
The **Set MinFontSize** option does *not* effect the following displays:

- **Admin**
- **Waveforms**

Flowsheets

Many flowsheets are configured with a “zoom” feature to increase or decrease the size of the fonts within the flowsheet display. When **Zoom In** is selected in the **Flowsheet Actions** drop-down menu from the Menu Bar, a part of the display is magnified. Similarly, when **Zoom Out** is selected, a part of the display is reduced. The part of the display that is affected by a given invocation of the zoom feature follows a cycle, such as section titles, then section data, then summary box.

Zoom In and
Zoom Out selections



Order Entry

13

Essentris Order Entry is a permissions-driven application for placing orders, communicating orders, tracking orders, and maintaining an audit trail of orders.

Section

Section Header Allergy Warnings

Column Column Separator Row Highlighted Row Highlight Legend

Allergies: Penicillins Dilaudid

DCed Orders: Pending DC Orders:

Crystalloids (1 Pending Orders)

Stop Time	Name	Volume (ml)	Rate (ml/hr)	Comment	DCENT	Pending DC
1100 1 Feb 2002(P)	[PEND DC] D5.45NS +2 meq KCl	1000	75	1100 1 Feb 2002(P) when able to tolerate PO well	JAC	DC

Diet Orders

Medications (5 Pending Orders)

ENT	ACK	SIGN	Order Time	Start Time	Stop Time	Name	Dose	Route	Freq
JAC			1028 28 Jan 2002	1000 28 Jan 2002		ACETAMINOPHEN TABS	325 MG	PO	Q4-6 HRS
JAC		JAD	1028 28 Jan 2002	1000 28 Jan 2002		ACETAMINOPHEN/OXYCODONE TABS	1-2 Tabs	PO	Q4-6 HRS
JAC			1028 28 Jan 2002	1000 28 Jan 2002		KETOROLAC SOLN	30 MG	IV	X1
JAC			1028 28 Jan 2002	1000 28 Jan 2002		PROMETHAZINE TABS	25 MG	PO	Q3-4 HRS
JAC	JAN	JAD	1028 28 Jan 2002	1000 28 Jan 2002		VANCOMYCIN SOLR	500 MG	IV	X1 PRN
JAC	JAN	JAD	1028 28 Jan 2002	1000 28 Jan 2002	1700 28 Jan 2002(P)	[PEND DC] CEFAZOLIN SOLN	1 GM	IV	X1

Other Orders

ENT	ACK	SIGN	Order Time	Start Time	Name	Freq	Comment	EDIT	V/O	DCENT	Pending DC
JAC	JAN	JAD	1028 28 Jan 2002	1000 28 Jan 2002	Admit to PACU						
JAC	JAN	JAD	1028 28 Jan 2002	1000 28 Jan 2002	Discharge to SSU		per PACU protocol				
JAC	JAN	JAD	1028 28 Jan 2002	1000 28 Jan 2002	Discharge to home		when SSU D/C criteria met				

Treatments (4 Pending Orders)

ENT	ACK	SIGN	Order Time	Start Time	Name	Freq	Comment	EDIT	V/O	DCENT
JAC			1054 28 Jan 2002	1000 28 Jan 2002	Daily weights	QD				O
JAC			1028 28 Jan 2002	1000 28 Jan 2002	Vitals	QSHIFT	per post-op routine			
JAC			1028 28 Jan 2002	1000 28 Jan 2002	Dx:			JAC		
JAC			1028 28 Jan 2002	1000 28 Jan 2002	Allergies:		Severe Penicillins reaction	JAC		
JAC	JAN		1028 28 Jan 2002	1000 28 Jan 2002	Condition:	X1	Stable			
JAC	JAN		1028 28 Jan 2002	1000 28 Jan 2002	Activity:	QSHIFT	up as tolerated; w/ crutches if indicated			
JAC	JAN		1028 28 Jan 2002	1000 28 Jan 2002	Brace or sling	QSHIFT	to post-op extremity			
JAN	JAN		1042 28 Jan 2002	1000 28 Jan 2002	[DC'd] Cryo-cuff	QSHIFT	Post-op to joint if available		D	

Active Orders Orders Without ACK Orders Without SIGN Orders Without VER

View Tabs

Cursor

Figure 12-1. Order Entry Application Display

Introduction

Essentris Order Entry has been designed to facilitate placing orders, communicating orders, and for recording the details of order authorization and delivery. It has also been designed to provide a user-friendly display for each care-giver that needs to review and process orders.

This chapter is organized as follows:

- Order Entry concepts are described in detail.
- The Order Entry Application Display is described and methods for manipulating it are presented.
- Order Entry actions are covered.
- Lastly, some examples are presented to further illustrate how to use Order Entry.

Accessing Order Entry

Order Entry can be accessed from the Application Bar or Menu Bar. To access Order Entry, a patient must be selected and the active unit must be an Order Entry unit.

Look for the Menu Bar item titled Orders. Order Entry will be an item in the Orders drop-down menu.

On the Application Bar (see Figure 12-2.), the Order Entry button is located in the Orders pane.

If you are accessing Order Entry from the Patient Control Screen, it is also a choice on the Shortcut Menu.

Some Order Entry actions can be invoked directly from a flowsheet, such as placing a New Order and DCing an existing order (available flowsheet capabilities depend on flowsheet configuration).

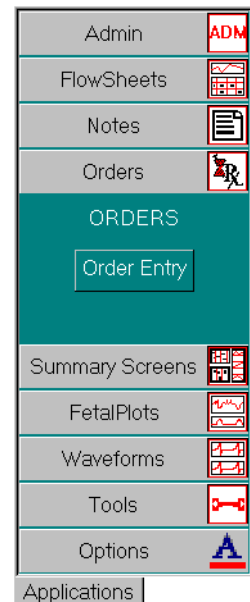


Figure 12-2.
Application Bar

Order Entry Concepts

Order Entry is a permissions-driven application for displaying, processing, communicating, and auditing orders. These concepts are described in the following paragraphs and sections.

Permissions

Permissions are used to grant access to certain applications, and to perform various actions in Essentris. In Order Entry, permissions also determine how a given transaction, or group of transactions, is carried out and communicated to other users. For instance, entering a medication order is an action in Order Entry, but the order is transferred to the Meds flowsheet and to the Pharmacy system when the permissions of the user who acts on that order match predetermined criteria. The following permissions apply to Order Entry.

Enter

The Enter permission is the most basic permission. It permits the user to enter, modify, and store the initial order. Once the order has advanced beyond the Enter state, a user with this permission alone can no longer affect the order.

Acknowledge

Typically associated with an RN, the Acknowledge permission triggers the order to appear on flowsheets. Additional activities may also be triggered with the Acknowledge permission based on configuration, such as the printing of medication orders in Pharmacy.

Sign

The Sign permission is typically assigned to an MD. Triggers, such as printing, can be associated with the Sign permission.

Cosign (CS)

Similar to the Sign permission, Cosign is also typically assigned to an MD. Many facilities require a staff physician to Cosign orders that were Signed by students or residents.

Verify

The Verify permission is generally assigned to a member of an ancillary department, such as a pharmacist, who uses that permission to communicate that the order has been reviewed and verified prior to further action within that department.

DC

To process an Order to DC, users must be granted the DC permission.

Typical User Permissions

An individual user can be assigned one or a combination of permissions depending on the range of activities that user is expected to perform. Such assignments are the responsibility of the System Administrator at a site. The following summarizes a typical set of Order Entry user types, and the permissions associated with those types.

Ward Clerk

Permissions: Enter.

A ward clerk's duties typically include: entering and copying orders; editing and removing orders before they are acknowledged or signed; annotating orders; renewing orders that expire; and, entering orders to DC. These duties are enabled by granting the Enter permission.

RN

Permissions: Enter, Acknowledge, DC.

An RN's duties typically include all of the duties of a Ward Clerk, plus the responsibility to acknowledge orders and DC's. The Acknowledge and DC permissions allow the user to carry out these additional responsibilities.

MD

Permissions: Enter, Sign, Cosign, DC.

An MD's duties typically include all of the duties of a Ward Clerk, plus the responsibility to sign and cosign orders and DC's. The Sign, Cosign, and DC permissions allow the user to carry out these additional responsibilities.

Pharmacist

Permissions: Verify, Enter

Pharmacists' duties typically include all of the duties of a Ward Clerk, plus the responsibility for verifying pharmaceutical orders. The Verify permission allows the user to carry out this additional responsibility.

Order States

Several users will act on an order throughout the lifetime of that order. To communicate and track the progress of an order, from the time it is first Entered until it is Discontinued and archived, the order will pass through many order states.

The state of an order can be described according to the signatures that have been entered into the audit trail of the order (such as Acknowledged). In addition, the order state can be described by available actions (Locked is an example), the nature of the order (such as Verbal), and so forth. Order state is thus a broadly defined term.

The following paragraphs describe the common states of an order. Note that some states are mutually exclusive (an order cannot be both Active and Removed), while some combinations of states may apply to the same order (an order can be both Active and Verbal). The state descriptions are presented alphabetically.

Also, note that the columns that appear for a given category of order in the Order Entry Application Display are configurable. Information displayed in a given column as indicated below will only appear if that column is configured to appear. All information pertaining to a specific order is available using the Describe Order action, regardless of configuration.

Acknowledged

The order has been processed by a user with Acknowledge permission. Acknowledged orders can be identified by the presence of user initials in the ACK column.

Active

The order is Active unless one of the following conditions is true:

- The order is Removed.
- The order is Previous.
- The Acknowledged Stop Time has passed, plus any supplemental time (orders can be configured to remain active for a supplemental hour or day).

Complete

Associated with each category is a set of signatures that are necessary for that order to be considered Complete. There are three definitions that apply to the completeness of an order:

- RN, or nursing orders, are considered complete when they are Acknowledged;
- MD, or physician orders, are considered complete when they are both Acknowledged and Signed;
- RX, or pharmacy orders, are not considered complete until they have been Acknowledged, Signed, and Verified.

When a view is defined by Orders Without, only orders that would be incomplete without that signature are included. For example, if an order is an RN, or nursing order, then it will not be displayed in the Orders Without SIGN and Orders Without VER views.

Cosigned

The order has been processed by a user with Cosign permission. Cosigned orders can be identified by the presence of user initials in the CS column.

Cosign is meant to apply to Signed orders. Thus, when exiting the Order Entry Application Display, any orders that are Cosigned but not Signed will be Signed automatically when exiting Order Entry, as if the user who Cosigned the order had also Signed the order.

DCed

In its most generic context, an order is DCed if a Stop Time has been manually associated with it. However, the state of the order at the time of the DC determines how the Stop Time comes to be associated with the order.

If the order is not Locked, then the Stop Time can be modified directly. The DC will be recorded for audit purposes simply as an entered or modified Stop Time.

Once the order is Locked, then the Stop Time can no longer be modified. To DC a Locked order that does not contain a Stop Time, or to modify the Stop Time of a Locked order, an Order to DC (a new order) must be spawned for audit purposes. To create an Order to DC, the user must have the DC permission.

Orders to DC, like any order, may pass through many states during processing. Until the Order to DC is Acknowledged, it will be in the Pending DC state, and it will share the row with the order from which it was spawned in the OE Application Display.

Order Entry

Once Entered into the Pending DC state, the Order to DC can be Signed, Cosigned, and Verified using actions devoted to the purpose: DC SIGN, DC CS, and DC VERIFY.

Once the Order to DC is Acknowledged, then the Order to DC becomes the Active order, and the original order becomes a Previous order. Any signatures stored as DC ENT, DC SIGN, DC CS, and DC VERIFY become the ENT, SIGN, CS, and VER signatures of the active Order to DC. Signatures associated with the original order remain attached to the Previous order.

Edited

If an order has been Entered, but is not Locked, then it can be Edited. Edited orders, containing information that might be different than the originally entered information, can be identified by the presence of user initials in the EDIT column.

Orders that have yet to be Entered can also be edited. However, such edits do not cause initials to be placed in the EDIT column.

Entered

The order has been processed by a user with Enter permission. Entered orders can be identified by the presence of user initials in the ENT column.

Expired

Some pharmacy orders have an imposed expiration which is part of the Order Entry formulary. A medication that expires displays an expiration time on the Order Form, and the Stop Time is set initially to the expiration time. Unlike orders where the Stop Time has been entered manually, an order that expires can be Renewed, even after the Stop Time has passed.

Also, an expire marker ([EXP]) is displayed as a prefix to the medication name when the expiration time is less than 12 hours (default) from the current system time. To change the number of hours before the expire marker is displayed, contact CliniComp Client Services.

Locked

If the order has been either Acknowledged or Signed, then that order is Locked and cannot be edited or removed. Once an order is Locked, only the annotation to that order can be modified. If a Locked order requires modification to any field other than the annotation, that order must be DC'ed, and a new order initiated. To delete a Locked order, it must be DC'ed.

New

A New order is any order that is assigned during the current Order Entry session but has not yet been entered. New orders can be identified by the presence of the triple asterisk in the ENT column.

New orders also display the triple asterisk in the ACK column. If the user who stores a New order has Acknowledge permission in addition to Enter permission, then that order becomes both Entered and Acknowledged. Similarly, if the user has Enter and Sign permission, then that order becomes Entered and Signed. In fact, storing a New order processes that order to every permission state assigned to that user.

Pending, Pending DC

A Pending Order is any Active order that has not been Acknowledged.

Unacknowledged Orders to DC are in the Pending DC state, even if the Order to DC was Signed by a user with DC permission (refer to the DC'ed state for more information on the Pending DC state).

For optional View tabs for Pending Orders, see "Views" on page 178.

For sites with a pharmacy interface, Pending Order counts can be configured to display either the number of internal pending orders, or the number of internal pending orders and external pending orders. This option is configured by CliniComp Client Services.

Previous

When an Order to DC or an Order to Renew are spawned from a Locked order, the original order becomes a Previous order.

Removed

After it is Entered, but prior to becoming Locked, an order can be Removed from the Active state. Once Removed, the order is not available for further processing.

Renewed

An order that is Expired or will expire can be Renewed.

Renewing an order that is not Locked pushes the Stop Time of that order into the future.

Renewing an order that is Locked spawns a New order in a fashion similar to a DC, with the original order becoming Previous. The New order is a copy of the original order with the new Stop Time pushed into the future.

Signed

The order has been stored by a user with Sign permission. Signed orders can be identified by the presence of user initials in the SIGN column.

Verbal

When the Order Form is filled out, a checkbox can be used to indicate that the order was placed verbally, and entered into Order Entry at a later time or by another user. In the Application Display, the Verbal Order (V/O) column will contain the letter O if the V/O box on the Order Editor form was checked. The V/O column will contain the letter D if the V/O box was checked on the DC Time form.

Verified

The order has been processed by a user with Verify permission. Verified orders can be identified by the presence of user initials in the VER column.

Order Processing

Order processing comprises all of the actions taken by various users to place, communicate, and discontinue orders. Basically, processing an order in some fashion changes the state and/or content of that order.

Content Changes

Actions that create or alter the contents of an order are form-driven. The fields that comprise the relevant contents of an order appear on a pop-up window which is specific to the type of order being processed, and the action being requested. Once the form has been edited, the new or revised order contents are communicated to the Order Entry Application Display as a pending change.

Content changes are initiated by the following actions:

- New Order
- Edit Order
- Copy Order
- Annotate Order
- DC Time
- Auto DC

Once an order is Locked, only the annotation can be changed. Changes to the delivery schedule on a flowsheet are not considered changes to order content.

State Changes

A user causes the state of an order to change by inputting an action in the Order Entry Application Display. How the state of the order changes depends both on the input action and the permissions of the user.

For example, an RN who wishes to acknowledge a Pending order would select that order and choose Acknowledge. Once the change was successfully stored, the order would no longer be in the Pending state. Furthermore, it would enter the Locked state if that order was not already Signed.

Triple Asterisk (***)

A key concept related to order processing is that modifications to the order do not become part of the patient record until they are stored. The visual cue that alerts users to the presence of unstored modifications is the triple asterisk (***)

Store

Whenever an order is modified, which includes its initial creation, the changes are temporary until they are Stored. All Active orders with changes pending are processed simultaneously when Store is invoked. How a given order is processed depends on the nature of that order and the configuration settings for the unit.

When the Store action is invoked by a user, Order Entry performs as much processing as allowed depending on the permissions that have been granted to that user. For example, when a user with Enter, Sign, and Cosign permissions edits an order, that order is automatically Entered, Signed, and Cosigned when that user Stores the order.

If Medication Decision Support is installed, the Store action initiates the screening process prior to further processing. If system interfacing is installed, the Store action queues the transfer of information between systems.

Cancelling Changes

Once content changes have been Assigned, they are queued for processing with the next Store action. Each form includes a Cancel option which, when chosen, discards any changes made since the form was opened.

State changes are queued for processing as soon as they are input.

An order with changes in the queue is readily identified by the presence of the triple asterisk in the appropriate field(s).

Once queued, the only way to cancel processing changes to an existing order is to exit Order Entry, and decline to Save the changes when that option is presented. Note that all changes since the last Store are discarded by this process. CliniComp, Intl. recommends making and storing changes incrementally, rather than making a large number of changes before attempting to store.

Annotations

Orders may include annotations. An annotation is treated differently than most order contents, but is rather like an attachment to the order. Annotations can be added, viewed, modified, and deleted at any point during the lifetime of the order.

Communicating Orders

Order Entry places order information into the patient record from which it is retrieved by Essentris for display on flowsheets and summary screens. As part of the patient record, orders are available for analysis using, for example, CliniComp Intl's Global Data Repository.

Order Entry can be configured so that orders may be placed and DC'ed directly from a flowsheet. This is limited functionality compared to the Order Entry Application Display, but eliminates the need to exit the current flowsheet.

Order Entry also presumes that order information is to be communicated to ancillary departments, such as Pharmacy and Lab. The manner in which order information is transmitted, and the trigger which causes the information to be sent, are determined by many factors depending on the needs and configuration of your facility.

The most basic method used to communicate order information to ancillary departments is with a configured hard-copy printout. For example, Medication orders may be configured to print on a laser printer in Pharmacy whenever that order becomes Locked, while certain Treatment orders may be configured to print on a laser printer in the ward whenever they are Acknowledged.

Order Entry can also be implemented with HL-7 interfacing, so that the orders may be transmitted electronically to dedicated systems in the ancillary departments.

The Order Entry Display

The Order Entry Application Display is designed to facilitate order processing. The following paragraphs introduce the display features that are common in the Order Entry application.

Views

A key concept that allows specialized processing by specific users is the concept of order Views. Orders are displayed according to one or a combination of criteria for ease of processing. These criteria define an order View. A given view is selected by clicking the associated View Tab at the bottom of the Order Entry Application Display. The following views can be configured for the Order Entry screen:

- **Active Orders** - the default view which is displayed when Order Entry is first invoked.
- **Orders Without ACK** - displays orders that have *not* been acknowledged.
- **Orders Without SIGN** - displays all orders that do *not* have SIGN.
- **Orders Without VER** - displays all orders that require verification.
- **Verbal Orders** - displays active verbal orders.
- **Verbal All Orders** - displays all verbal orders regardless of state. That is, any verbal order charted on a patient.
- **Pending SIGN Verbal Orders** - displays active verbal orders that do *not* have SIGN.
- **DC** - displays active DC orders initiated by someone other than the RN. These orders have *not* been acknowledged.
- **Pending SIGN DC Orders** - displays active DC orders that do *not* have SIGN.
- **Pending VER All Orders** - displays all orders that do *not* have VER.
- **Pending COSIGN Orders** - displays active orders that do *not* have COSIGN.
- **Pending COSIGN All Orders** - displays all orders that do *not* have COSIGN.

For sites with a pharmacy interface, the Pending Orders screen can be configured with the following View tabs: All Orders, Pending Orders, Acknowledged Orders, and External Orders. This option is configured by CliniComp Client Services.

Allergy Warnings

Allergy warnings, as charted in an Allergy Note, are displayed in the Allergies textbox. The textbox contains information which may be selected and copied onto the Windows clipboard. Selecting text within the textbox is accomplished using Windows-standard mouse operations (including click-and-drag and double-click). To copy the selected text onto the Windows clipboard, right-click inside the textbox and select Copy.

Category Sections

Orders are grouped and displayed on the Order Entry Screen by their category (selected when the orders are placed). A separate section is devoted to each category.

Header

The name of the category is displayed in the Section Header. The number of pending orders in a given section, if any, is also displayed in the header.

Columns

The sections are divided into columns. Columns can contain order contents (for example, Name, Dose, and Route), order signatures (such as ENT for Entered by and ACK for Acknowledged by), or order alerts (to indicate, for example, that a DC has been entered, or that this is Verbal Order). The specific columns that appear, and the sequence of columns within each section and within each unit, can be configured.

Resizing Columns

The width of a column can be adjusted by dragging the column separator located to the right of the column title. Position the mouse over the column separator so that the Column Resizing Pointer appears (↔), then click and drag the separator. The column can be auto-sized by double-clicking the separator.

Hiding Columns

To hide a column, simply resize that column to be zero width. The mouse pointer indicates the presence of a hidden column by becoming a Split Arrow Pointer (↔). To reveal the hidden column, click and drag the separator to the right.

Rows

Each order is displayed as a row in the section associated with the that order's category.


Sorting Rows

When Order Entry is first accessed, the rows will be sorted according to rules determined by the configuration for each unit. For instance, the rows can be sorted chronologically by Order Time, or alphabetically by Name.


At any time, the rows within a section may be resorted by clicking the title of a column. If the column contains numerical data, the rows in that section will be sorted numerically. Similarly, if the column contains text, the section will be sorted alphabetically. And if the column is a date/time field, the orders will be sorted chronologically.

Each time the column title is clicked, the sorting order will be reversed. Thus, the first time the Order Time column is clicked, the orders will be sorted from earliest to latest. The second time will cause the orders to be sorted into reverse chronological order, with the most recent order appearing at the top of the section.

Minimize Section

To minimize a category section, click the Minimize button in the upper right corner of that section (). In Figure 12-1, "Order Entry Application Display" on page 169, the Diet Orders section is shown minimized.

Maximize Section

To maximize a category section, click the Maximize button in the upper right corner of that section (). All sections are maximized by default when Order Entry is first invoked.

Order Selection

To perform some action on an order (or on multiple orders), the row containing the order(s) must first be selected. The cursor is a blue horizontal bar which indicates the selected row(s). To select an order on which some action is to be taken, click anywhere in that row.

Selecting Multiple Orders

After one order has been selected, additional orders may be selected for simultaneous actions by holding the Ctrl key while clicking the mouse. While the Ctrl key is depressed, clicking the mouse will alternately select or deselect the row under the pointer.

A block of contiguous rows may be selected by selecting the first row in the block, and holding the Shift key while clicking the last row in the block.

Order Entry Actions

Three types of actions are available in Order Entry:

- Actions that affect how orders are displayed.
- Actions that create or modify the content of orders and annotations.
- Actions that are used to process orders.

Generally, an action can be invoked in one of two ways:

- By selecting it from a Menu Bar drop-down.

Most actions are located under the Order Entry item on the Menu Bar. Some display actions are located under the OE Options item.

- By selecting it from a Shortcut Menu.

The Shortcut Menu is limited to those actions contained in the Order Entry drop-down menu. To display the Shortcut Menu, place the mouse pointer over an order section and right-click.

Some actions may also be available using "hot keys" on the keyboard, or by special mouse operations (such as double-clicking). In the descriptions that follow, the access methods are listed on the line below the paragraph header.

Display Actions



Create View

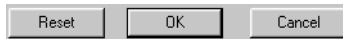
Order Entry Menu, Shortcut Menu



Edit View

Order Entry Menu, Shortcut Menu

Views can be created and edited to supplement the default views present when Order Entry is launched. When Create View or Edit View is invoked, the Create View Dialogue box pops up. The details of the View are specified by the choices made in the sections of the pop-up.



There are three buttons at the bottom of the pop-up:

- **Reset**
Click Reset to return all of the choices in the pop-up to their initial settings;
- **OK**
Click OK (or press Enter on the keyboard) to create a view with the specified settings and close the pop-up;
- **Cancel**
Click Cancel to close the pop-up without creating a the custom view.

The following two Create View criteria contain check boxes. With the exception of All in State of Order selections, multiple checkboxes may be selected simultaneously.

State of Order

<input type="checkbox"/> All	<input type="checkbox"/> Removed
<input type="checkbox"/> New Orders	<input type="checkbox"/> Previous
<input type="checkbox"/> Verbal	
<input checked="" type="checkbox"/> Active	
<input type="checkbox"/> Pending Orders	
<input type="checkbox"/> DC'ed	

The State of Order selections are used to indicate which order states should be included in the custom view.

Orders Without

<input type="checkbox"/> ACK
<input type="checkbox"/> VER
<input checked="" type="checkbox"/> SIGN
<input type="checkbox"/> COSIGN
<input type="checkbox"/> RENEW

The Orders Without selections are used to narrow the view for specific users.

Five Create View criteria contain two buttons: All and Selected. When the Selected button is pushed, a scroll box appears containing the available choices associated with the given criterion.

The choices that appear in the scroll box are limited by what has already been selected as criteria. For example, if Pending Orders without Sign are specified, the Order Name scroll box will only contain orders that are unsigned and pending. Similarly, if Treatments are first specified in the Category criterion, then only doctors who have ordered treatments will be displayed in the Physician criterion. To reset a criterion, click the All button.

For all scroll boxes, hold the Ctrl key while clicking to make multiple selections, or the Shift key to select a contiguous block.

Order Entry

Order Name

☐ All

☒ Selected

Order Name

Discharge to home

Dx:

KETOROLAC SOLN

PROMETHAZINE TAB

VANCOMYCIN SOLR

Viatts

To select orders by order name, click the Selected button in the Orders Name section of the Create View pop-up.

Category

☐ All

☒ Selected

Category

Crystalloids

Diet Orders

Medications

Other Orders

Treatments

Selected orders may be included by category.

Subcategory

☐ All

☒ Selected

Sub Category

Crystalloids

Diet Orders

Medications

Other Orders

Treatments

Selected orders may be included by subcategory.

Physician

☐ All

☒ Selected

MD Names

Ahmed, Sameeda

Bell, Melissa

Selected orders may be included by Physician.

Standard Order Set

☐ All

☒ Selected

Standard Orders

ADMIT TO WARD 68

ORTHO SURG SPORTS

Selected orders may be included based on the Standard Order Set from which they were assigned. Standard Order Sets are described in "Standard Order Sets" on page 200 and "Standard Order" on page 183.

The last Create View criterion is titled Chart Review. It is used to narrow the displayed orders to specific time/date intervals. To activate the time/date filter, click the Chart Check check box.

A date may be specified using the drop-down calendar. To open the calendar, click the large down arrow at the right of the time/date field.

The mouse can be used to position a selection cursor in the Start Time or End Time field. For example, click on the month to select the month field for editing. Once the cursor is within the time/date field, the right and left arrows on the keyboard can be used to reposition the cursor.

Chart Review

☒ Chart Check

Start Time: 1815 16 Jan 2002

End Time: 1815 18 Jan 2002

Calendar: Jan 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

There are several ways to modify the selected portion of the date and time:

- Clicking the small up and down arrows at the right of the time/date field
- Pressing the up and down arrows on the keyboard
- Typing on the keyboard (for the month, press the first letter of the desired month to cycle through the months that begin with that letter)



Standard Order

Order Entry Menu, Shortcut Menu, Ctrl-T

The Standard Order action creates a view of a selected Standard Order Set. However, Standard Order Sets straddle the Display Action and Content Action concepts, and are described in "Standard Order Sets" on page 200.



Remove View

OE Options Menu

Deletes the current View from the Order Entry Application Display.



Describe Order

Order Entry Menu, Shortcut Menu

Opens a pop-up text scroll box containing the complete audit trail information for the selected order. Audit trail information includes the contents of the order, the edit history of the order, and any annotations associated with the order.

As with other text scroll boxes in Order Entry, the contents of the Order Description pop-up may be selected and copied onto the Windows clipboard. Selecting text within the scrollbox is accomplished using Windows-standard mouse operations (including click-and-drag and double-click). To copy the selected text onto the Windows clipboard, right-click inside the scroll box and select Copy.

Section Layout

OE Options Menu

Opens a pop-up dialogue box for changing the order in which category sections are displayed.



Zoom In

OE Options Menu

Increases the size of the display font.

Order Description

Description

===== Order =====

This is a PENDING DC order

Entered by: SIMPLY GREAT DOCTOR (SGD)

Acknowledged by: SIMPLY GREAT NURSE (SGN)

Co-Sign by: SIMPLY GREAT DOCTOR (SGD)

Sign by: SIMPLY GREAT DOCTOR (SGD)

Verify by: NOT Verified

DC MD name: Barnes, Larry

Order ID: 40

DC'd Order ID: -2

Order Time: 1419 4 Mar 2002

Start Time: 1400 4 Mar 2002

Stop Time: 1500 9 Mar 2002(P)

Name: [PEND DC] ACETAMINOPHEN TABS

Category: Medications

Subcategory: Medications

Verbal Order: 0

Result Status: Ordered

Dose: 325 MG

Route: PO

Frequency: Q4

===== Edit History =====

Order Entry

Enter:

Stored at: 1425 4 Mar 2002

Stored by: SIMPLY GREAT DOCTOR (SGD)

Acknowledge:

Stored at: 1431 4 Mar 2002

Stored by: SIMPLY GREAT NURSE (SGN)

Sign:

Stored at: 1425 4 Mar 2002

Stored by: SIMPLY GREAT DOCTOR (SGD)

DC MD name: Barnes, Larry

Close

Figure 12-3. Order Description popup



Zoom Out

OE Options Menu

Decreases the size of the display font.

Content Actions

Content actions are used to create and modify orders. There are seven content actions that fall into three types:

1. Those that make use of the Order Editor form.
 - New Order
 - Copy Order
 - Edit Order
2. Those that modify only the Stop Time, or that spawn a new order to affect the Stop Time of a Locked order.
 - DC Time
 - Auto DC
 - Renew Order
3. Those used to create and modify annotations.
 - Annotate Order



New Order

Order Entry Menu, Shortcut Menu, Ctrl-N

New Order is used for the initial creation of an order. If Order Entry is configured for flowsheet access, **New Order** can also be invoked from the Flowsheet Actions menu. Refer to "Order Editor from a Flowsheet" on page 198.

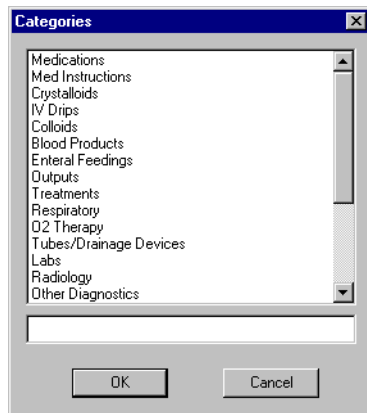


Figure 12-4. Categories popup

The Category pop-up appears when **New Order** is selected. Select a category from the list that appears by clicking on it and then clicking **OK**, by double-clicking the selection, or by typing the first letter of the category name and pressing **Enter** (each time you type a letter, the next category beginning with that letter is highlighted). The type ahead feature can be used after clicking in the text box to pare the category list. A category can be selected from the available list at any time. Choose a subcategory from the Subcategory pop-up in the same way. The Subcategory pop-up appears only when it is applicable.

To abort the **New Order** action while the Category or Subcategory pop-up is open, click **Cancel** or press **Esc**.

Once the Category and Subcategory are chosen, the **Order Editor** form appears preloaded with the Order and Start Times preset to the current time. The Stop Time and all other fields are blank. See the description of "The Order Editor" on page 190 for further information.



Copy Order

Order Entry Menu, Shortcut Menu

To base a new order on an existing order, Copy Order can be used. An order can be copied from any view other than a Standard Order view. The order to be copied must first be selected in the OE Application Display. When Copy Order is invoked, the Order Editor form pops up preloaded with the information contained in the selected order. Multiple orders must be copied individually. See the description of "The Order Editor" on page 190 for further information.



Edit Order

Order Entry Menu, Shortcut Menu, Ctrl-E

Orders which are not Locked may be modified using Edit Order. The order to be edited must first be selected in the OE Application Display. When Edit Order is invoked, the Order Editor form will pop up preloaded with the information contained in the selected order. See the description of "The Order Editor" on page 190 for further information.



DC Time

Order Entry Menu, Shortcut Menu

The DC Time action is used to add or modify a Stop Time to an order which is Pending, or to spawn an Order to DC for an order that is Acknowledged. DC Time can be invoked while multiple orders are selected, and the action applies to each selected order as appropriate.

To complete an Order to DC, you must have DC permission.

The DC Time form (see Figure 12-5.) contains three fields:

1. DC Time

When the form is first opened, the DC Time field will be pre-loaded with the current time. To modify the date and/or time, position the mouse pointer over a sub-field and click to select. For example, click on the month to select the month field for editing. Once the cursor is within the time/date field, the right and left arrows on the keyboard can be used to select neighboring sub-fields. There are several ways to modify the selected sub-field of the date and time:

- Clicking the small up and down arrows at the right of the time/date field
- Pressing the up and down arrows on the keyboard
- Typing on the keyboard (for the month, press the first letter of the desired month to cycle through the months that begin with that letter)

A date can also be specified using the drop-down calendar. To open the calendar, click the large down arrow at the right of the time/date field.

Figure 12-5. DC Time form.

2. **MD Name**

Click the arrow at the right of the MD Name choicelist field (or simply click once in the field) to display the choices. Use the scroll bar until the desired choice is visible, then click that choice to select it.

Items on the choicelist may also be selected using the type-ahead feature. To use the type-ahead feature, double-click inside the field and begin typing the name of the desired selection. As each letter is added, the first item from the choicelist which matches what has been typed so far is presented in the field. When the desired item is displayed, press Tab or click into another field.

3. **V/O**

To indicate a verbal order, check the V/O checkbox.

There are two buttons at the bottom of the DC Time form:

1. **OK**

When OK is chosen, the information on the DC Time form is transferred to the OE Application Display in a temporary state yet to be Stored. When the DC Time field is transferred, it is rounded up to the following whole hour. A triple asterisk is placed into one or more columns on the Application Display to indicate the not-yet-Stored status of the order.

Clicking OK initiates one of two scenarios, depending upon whether the order is Pending or Acknowledged:

○ **Pending**

The new DC Time is treated as an edit to the order. A triple asterisk appears in the ACK and EDIT columns.

○ **Acknowledged**

Once an order is Acknowledged, the Stop Time can not be modified. Thus, to DC an Acknowledged order, an Order to DC is spawned. Between the time that the Order to DC is created and the time that it is Acknowledged, both the original order and the Order to DC are in the Pending DC state. Once Acknowledged, the original order is relegated to the Previous state, while the Order to DC becomes the Active order.

2. **Cancel**

Click Cancel to discard the DC Time form and return to the OE Application Display.

An Order to DC is subject to the same processing rules as all orders. While the Order to DC is Pending, the Stop Time may be modified directly using the DC Time action. However, once the Order to DC is Acknowledged, then a new Order to DC will be spawned (and the obsolete Order to DC will be made Previous) in order to modify the Stop Time.



Auto DC

Order Entry Menu, Shortcut Menu

Auto DC applies the DC Time action to a preconfigured set of orders. When invoked, a pop-up dialogue box will appear from which the preconfigured set of orders is chosen (see Figure 12-6.). Click on the desired Auto DC choice, then click OK to proceed or Cancel to abort.

After the preconfigured set of orders is chosen, the DC Time form will appear. The DC Time action will be applied to each of the preconfigured orders.

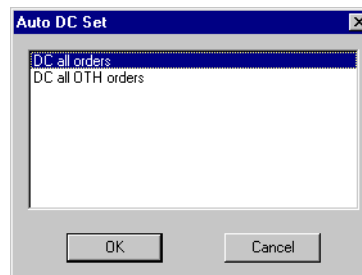


Figure 12-6. Auto DC form.



Renew Order

Order Entry Menu, Shortcut Menu

The Renew Order action applies to Medication orders that have an associated expiration time in the OE formulary. When invoked, a pop-up dialogue box will appear in which the MD Name can be selected for the Renew (see Figure 12-7.). Once the MD Name is chosen, click OK to proceed. Click Cancel to abort the Renew.

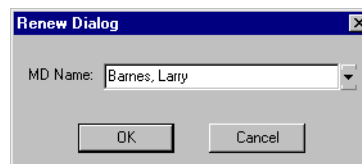


Figure 12-7. Renew form.

When a Medication that expires is ordered, the Stop Time will be preloaded with the initial expiration time, which is one expiration interval after the Start Time. The expiration interval can be deduced by subtracting the Start Time from the Expires time on the Order Editor form for the new order. Each time the Renew Order action is invoked, one expiration interval will be added to the Stop Time.

The Renew Order action mimics the DC Time action in many respects. In particular, if the order being renewed is Pending, then the renewal is treated as a simple edit to the Stop Time. However, if the order is Acknowledged, then an Order to Renew will be spawned, and the original order will become Previous.

The DC marker on the flowsheet will agree with the Acknowledged Stop Time of the Active order, regardless whether that Stop Time is associated with an expiration or a manual DC.



Annotate Order

Order Entry Menu, Shortcut Menu

Annotate Order is used to attach additional information and communications to an order. An annotation is distinct from the body of the order because it can be modified after the order is Locked. Previous and Removed orders can not be annotated.

When Annotate Order is invoked, a pop-up textbox will appear. Any existing annotations to the order will be displayed in the textbox. The text can be changed or appended, or copied to the Windows clipboard.

Processing Actions



Acknowledge Order

Order Entry Menu, Shortcut Menu, Ctrl-A

The selected order(s) and/or Order(s) to DC are readied for Acknowledgement by executing the Acknowledge action. The next Store action will place the name of the user into the audit trail for the order(s), assuming that the user has Acknowledge permission. To acknowledge an Order to DC, the user must also have DC permission. Orders which have been readied for Acknowledgement are easily identified by the triple asterisk in the ACK column. The Acknowledgement permission is generally associated with an RN.



Sign Order

Order Entry Menu, Shortcut Menu, Ctrl-S

The selected order(s) are Signed (pending Store) by executing the Sign action. The next Store action will place the name of the user into the audit trail for the order(s), assuming that the user has Sign permission. Orders which have been readied for Signing are easily identified by the triple asterisk in the SIGN column. The Sign permission is generally associated with an MD.



Cosign Order

Order Entry Menu, Shortcut Menu

The selected order(s) are Cosigned (pending Store) by executing the Cosign action. The next Store action will place the name of the user into the audit trail for the order(s), assuming that the user has Cosign permission. Orders which have been readied for Cosigning are easily identified by the triple asterisk in the CS column. The Cosign permission is generally associated with an MD who oversees orders placed by interns, medical students, and so forth.



Verify Order

Order Entry Menu, Shortcut Menu

The selected order(s) are Verified (pending Store) by executing the Verify action. The next Store action will place the name of the user into the audit trail for the order(s), assuming that the user has Verify permission. Orders which have been readied for Verification are easily identified by the triple asterisk in the VER column. The Verify permission is generally associated with Pharmacy.



DC Sign

Order Entry Menu, Shortcut Menu

The selected Order(s) to DC are Signed (pending Store) by executing the DC Sign action. The next Store action will place the name of the user into the audit trail for the order, assuming that the user has Sign and DC permissions. Orders which have been readied for DC Signing are easily identified by the triple asterisk in the DC SIGN column.

**DC Cosign**

Order Entry Menu, Shortcut Menu

The selected Order(s) to DC are Cosigned (pending Store) by executing the DC Cosign action. The next Store action will place the name of the user into the audit trail for the order, assuming that the user has Cosign and DC permissions. Orders which have been readied for DC Cosigning are easily identified by the triple asterisk in the DC CS column.

**DC Verify**

Order Entry Menu, Shortcut Menu

The selected Order(s) to DC are Verified (pending Store) by executing the DC Verify action. The next Store action will place the name of the user into the audit trail for the order, assuming that the user has Verify and DC permissions. Orders which have been readied for DC Verification are easily identified by the triple asterisk in the DC VERIFY column.

**Store**

Order Entry Menu, Shortcut Menu

Whenever an order is created or modified, which includes the processing actions described above, those changes are temporary until they are Stored. All Active orders with changes pending are processed simultaneously when Store is next invoked. Orders with changes pending are identified by the presence of a triple asterisk in one or more columns of the OE Application Display.

Whenever a Content Action results in a new or modified order, that order is “preloaded” with all Processing Actions. The permissions granted to the user who signs for the Store action determine how each content change is processed. Order Entry performs the processes designated by the permissions granted to that user. For example, when a user with Enter, Sign, and Cosign permissions creates a New Order, that order is automatically Entered, Signed, and Cosigned when that user Stores the order.

If the user who attempts to store content changes does not have the necessary permission for the pending change, Order Entry does not make the change, but the content change remains pending. On the other hand, if the user who attempts to store audit trail signature information does not have the necessary permission for the pending change, Order Entry discards the pending change.

The Order Editor

The Order Editor form that is opened from the Order Entry window is described below. An Order Editor form can also be opened from a flowsheet. To use this Order Editor form, refer to "Order Editor from a Flowsheet" on page 198.

The New, Copy, and Edit Order content actions each make use of the pop-up Order Editor form, which contains its own icons and actions. Customized templates can be added for categories and subcategories. For example, under Input Orders type, Fluids can use a different Order Editor screen than Blood Products. Contact CliniComp Client Services to configure the Order Editor fields.

The screenshot shows the 'Order Editor' window with a title bar and standard window controls. Below the title bar is an 'Actions' bar with four icons: a checkmark, a checkmark with the word 'DONE', a red X, and a red circle with a diagonal line. The main form area is divided into two columns. The left column contains fields for 'Category' (Medications), 'Sub Category' (Medications), 'Order Time' (1823 04 Feb 2002), 'Start Time' (1800 04 Feb 2002), 'Stop Time' (N/A), 'Expires', 'Name' (ACETAMINOPHEN TABS), 'Dose' (325 MG), 'Route' (PO), and 'Freq' (PRN). The right column contains fields for 'Priority' (Routine), 'MD Name' (Acosta, Josa), 'V/O' (checkbox), and 'Comment' (For fever).

Figure 12-8. Example of an Order Editor form using a Medications Category. Forms in other categories, in different environments, and at your site might be configured with a different appearance.

Note: For Medications and IV Drugs, a 0 (zero) is inserted before the decimal point when a dose is less than 1. For example, if the dose entered in a dose field is .4, it is displayed as 0.4.

Actions

The following actions are available in the **Order Editor** form. They are available on the **Actions** menu, the icon bar, and the shortcut menu.



Assign

When Assign is chosen, the information on the Order Editor form is transferred to the OE Application Display. The triple asterisk will be placed into one or more columns on the Application Display to indicate the not-yet-Stored status of the order. An empty Order Editor form associated with the same Category replaces the completed form. Choose Assign when additional orders are to be placed from within the same Category.



Done

Same as Assign, except that the user is returned to the OE Application Display. Choose Done to choose a new Category, or when finished creating or editing orders.

Cancel Edit

Use Cancel to discard any information entered into the Order Editor form and return to the OE Application Display. Orders previously Assigned are not affected by Cancel.

Enter Time

When an empty Time/Date field is selected, use the Enter Time action to insert the current date and time.

Clear Time

When a Time/Date field containing a value is selected, use the Clear Time action to remove the value.

While an Order Editor form is open, some OE Application Display actions remain available, including Zoom In, Zoom Out, and Describe Order. To work in the Application Display without closing the Order Editor form, minimize the form. Only one form can be open at a time.

Field Types

Depending on the selected Category, one of up to six Order Editor forms is displayed. The forms behave similarly, differing only in the fields which comprise the content of an order belonging to that Category. For example, an order for an Input fluid or IV Drip contains a Rate field, whereas an order for a Medication contains a Frequency field.

To select a field for editing, position the mouse pointer in that field and click. Use the Tab key to select the next field, and use the Shift+Tab to select the previous field. The OE Application Display remains open behind the Order Editor pop-up. To view the Application Display window, minimize the form.

Each field on the form is one of the following types, depending on how Order Entry is configured.

Informational

Informational fields can not be edited. In the example form displayed in Figure 12-8., Category, Subcategory, and Expires are informational fields.

Time/Date

Time/Date fields are comprised of the following sub-fields: hour; minutes; day; month; year. To modify, click on the box to highlight one of the sub-fields. The right and left arrows on the keyboard can be used to choose a neighboring sub-field. The up and down arrows on the keyboard can be used to increase or decrease the value of the sub-field. Sub-field values also may be modified directly by typing on the keyboard (try selecting the month sub-field and pressing the J key several times).

When Assigned to the OE Application Display, Start Times are rounded back to the previous whole hour, and Stop Times are rounded forward to the next whole hour. Note that Start Time can be optionally configured to show minutes. Contact CliniComp Client Services.

In the example form displayed in Figure 12-8., Order Time, Start Time, and Stop Time are Time/Date fields.

Using Choicelists

A choicelist field is identified by the arrow button at the right of the text box. In the example **Order Editor** screen displayed in Figure 12-8., Name, Dose Units, Route, Freq, Priority, and MD Name are choicelists.

There are two types of choicelist:

- **Enforced**

When a choicelist is enforced, the text box must contain only items from the choicelist. Free text is not accepted by the text box.

- **Unenforced**

When a choicelist is unenforced, the text box can contain items from the choicelist and/or text entered from the keyboard. Free text is accepted by the text box.

For unenforced choicelists, be sure to select the item from the list with the cursor or the arrow key and press Enter. Otherwise, pressing Enter without selecting the item name causes the partially entered name in the text box to be accepted as a free-text name.

Choicelist Modes

There are two choicelist modes: **Append** and **Replace**. The Status Bar displays the mode. Use the **Insert** key to switch modes.

Use the **Append** mode to add choicelist items to existing choicelist items in a text box. Use the **Replace** mode to replace existing choicelist items in a text box with new choices.

Entering Choicelist Items in an Empty Text Box. The choicelist mode is automatically set to **Append**. The Status Bar message should be “Now in Choicelist APPEND Mode. Press [Insert] to switch to REPLACE mode.” If any other message is showing, press the **Insert** key to toggle to the **Append** mode. First, display the choicelist by clicking the mouse anywhere in the text box or by clicking the text-box arrow. If necessary, use the scroll bar to locate the choicelist item. Click the item to select it, or use the up- or down-arrow keys on the keyboard to select the item. Press the **Enter** key to enter the item in the choicelist text box.

To select multiple items from the choicelist, hold down the **CTRL** key while making the selections, and then press **Enter**. Use the **Shift** key to select consecutive items in the choicelist, and press **Enter**. Choices appear in the text box in the order selected.

Additional Features

- When the cursor is moved using keyboard navigation, such as the **Tab** key or **Enter** key, to a field that contains text, the cursor is placed at the end of the text. The mode is now **Replace** mode. Pressing the + key changes the mode to **Append**, adds a space, and opens the choicelist containing available choices.

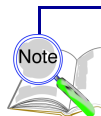
- When the first field in the Order form is a choicelist field, the choicelist opens when the Order is opened.
- By using the mouse, the cursor can be placed anywhere in the text box field. This can be used to insert a new choicelist item between existing items in the text box.

Searching a Choicelist with Auto-Match. To search for specific choicelist items, use the Auto-Match feature. This feature is active only in the **Append** mode and can be activated by any of the following actions.

- Navigating from a field to a field that contains a choicelist.
- Clicking the choicelist arrow to open the choicelist.
- Pressing the + key to go into **Append** mode.

When typing in a choicelist field, the choicelist displays items at the top of the list that begin with the typed text. Choicelist items are placed at the end of the list that contain the typed text but not at the beginning of the item name. Text is matched from left to right and is *not* case sensitive.

When the text typed-in matches the beginning of a choicelist item, the item is highlighted. If the highlighted item is *not* the correct item, continue to enter additional characters to narrow the choices, or use the arrow keys to move to another item. Use the **Enter** key, **Tab** key, **Shift+Tab** keys, or click the mouse in a different field to put the highlighted item in the choicelist field. Use the **Esc** (escape) key to unhighlight an item.



*When you are using the Auto-Match feature in an unenforced choicelist, be sure to select the item from the list with the mouse or the up- or down-arrow key on the keyboard and press **Enter**. Otherwise, pressing **Enter** without selecting the item name from the choicelist is interpreted by the system as a free-text entry.*

Appending Choicelist Items to a Populated Text box. To add choicelist items to a text box that contains existing items, first open the choicelist by pressing the **+** key on the numeric keypad. Select an item from the choicelist and press **Enter** to append it to the existing text-box items. Continue to press the **+** key and select additional items from the choicelist, one at a time, until all needed items are added to the text box.

Replacing Choicelist Items in a Text box. Open the choicelist by clicking the mouse in the text box or clicking the down arrow. To replace all existing items in the text box, click on the new item from the choicelist. To add more than one replacement item, use the **+** key after the first replacement item is entered. For medication choicelists, see the **Caution** message below under **Medications Name Choicelist**.

Checkbox

A checkbox is provided to indicate a “Yes” (checked) or “No” (unchecked) response. To toggle from checked to unchecked and back again, either click in the checkbox, or press the spacebar when the checkbox is the selected field. In the example form displayed in Figure 12-8., V/O is a checkbox field.

Text Box

A text-box field, typically used for comments, is used to enter free text. CCI recommends keeping free text entries as brief as possible. In the example form displayed in Figure 12-8., the Dose Value field and the Comment field are both text boxes.

Medications Name Choicelist

The **Name** field choicelist in the **Medication Order Editor** form is specially constructed from the **Order Entry** formulary, which itself is constructed from the formulary at the site. Some customization can be included to accommodate Decision Support and Pharmacy System Interfaces.

Caution: *For medication and IV Drip name choicelists, do not select multiple items. Unless instructed otherwise by the appropriate authority, only one medication or IV Drip name should be selected.*

Three types of choices appear on the choicelist:

Drug Nomenclatures

Drug Nomenclatures uniquely identify each item in the Order Entry Medication formulary. Drug Nomenclatures are stored in the patient record.

The Drug Nomenclature for a Medication is made up of five fields. Some features of these fields depend on configuration, while other features are independent of configuration. In the example presented in Figure 12-9., the fields are defined as follows:

- Display Name (also referred to as Short Name) is described in detail below.
- Nominal Strength Value is usually the strength number associated with the drug. (Nominal implies that the value of this field will not appear in the dose value field on the Order Editor form regardless of configuration.)
- Default Dose Unit is the unit of measure associated with the dose value, such as MG for Acetaminophen. (Default implies that the value of this field will be transferred to the dose unit field on the Order Editor form regardless of configuration. The default value can be overridden by the user.)
- The fourth field is configured to meet the needs of each hospital. In this example, Pharmacy Identifier is a field used to link the item in the Order Entry Medication formulary to the formulary stored in the pharmacy system. The value of this field is not transferred to the Order Editor form.

- The fifth field is configured to meet the needs of each hospital. In this example, Nominal Route is the typical route of administration for this medication. The value of this field will not appear on the Order Editor form.

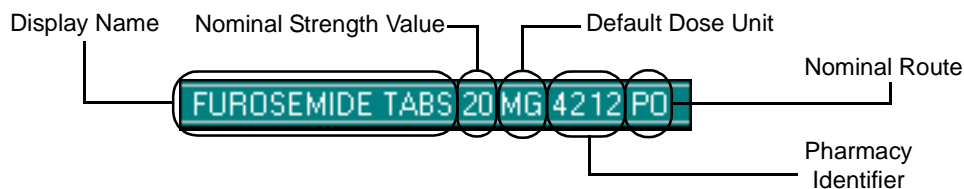


Figure 12-9. Medication Drug Nomenclature example.

Display Names

Display Names become the Name on the Order Editor form and in the Order Entry Application Display. They also appear on flowsheets, printouts, and most other places that Medication orders are displayed by Essentris. Display Names are normally the name used by the pharmacy system in order to keep the systems synchronized.

From time to time, the Order Entry Medication formulary is updated. If a patient record contains a Drug Nomenclature which is no longer present in the Order Entry formulary, that entire Drug Nomenclature is used as the Name in the Order Entry Application Display and on printouts. Flowsheets will continue to display the original Display Name.

While each item in the formulary is assigned one Display Name, Display Names are not unique. The same name could refer to different strengths, forms, preparations, and so forth. If the chosen Display Name uniquely identifies a Drug Nomenclature, then there is no ambiguity and that Nomenclature will be stored in the patient record.

If, however, the chosen Display Name does not uniquely identify a Drug Nomenclature, then the ambiguity must be resolved. In the example displayed as Figure 12-10., “Furosemide Tabs” is a Display Name associated with three Drug Nomenclatures. Selecting “Furosemide Tabs” from the choicelist causes a pop up ambiguity warning that instructs the user to resolve the ambiguity. To resolve the ambiguity, click the **OK** button and a reduced choicelist will be available in the Name field that includes only those Drug Nomenclatures associated with the previously selected Display Name.

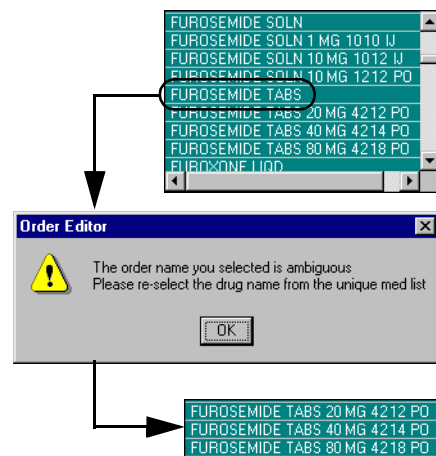


Figure 12-10. Resolving an ambiguous Display Name.

Aliases

Aliases are names that can be selected from the Medication Name Choicelist, but which point to an item with a Display Name other than the Alias. Each item in the formulary can have up to eight aliases.

If an Alias chosen from the Medication Name Choicelist is associated with a single Drug Nomenclature, the Alias will be replaced automatically by the Display Name on the Order Editor form.

If, however, the chosen Alias is associated with multiple Drug Nomenclatures, then the ambiguity must be resolved before the patient record can be updated. In Figure 12-11., “Lasix” is an Alias associated with six Drug Nomenclatures, three of which have Display Name “Furosemide Soln,” and three that have Display Name “Furosemide Tabs.” Selecting “Lasix” from the choicelist causes a pop up ambiguity warning that instructs the user to resolve the ambiguity. To resolve the ambiguity, click the OK button and a reduced choicelist will be available in the Name field that includes the six Drug Nomenclatures associated with the selected Alias.

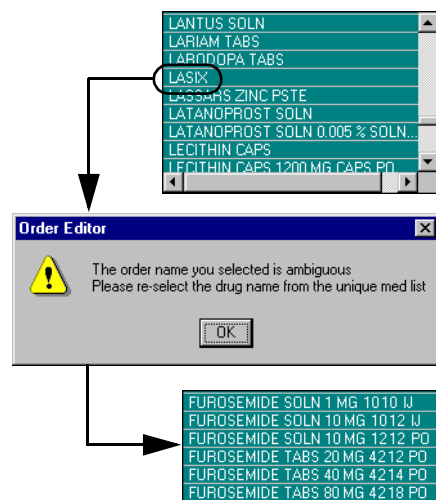


Figure 12-11. Resolving an ambiguous Alias.

IV Drip Order Editor

Order Editor forms for the IV Drip category contain fields and features uniquely suited to the ordering of IV drugs.

Name Choicelist

The Order Entry IV Drip Name choicelist is constructed in a fashion similar to the Medication Name choicelist. The same three types of choices appear on the choicelist, namely Drug Nomenclatures, Display Names, and Aliases. Display Names and Aliases behave the same on the IV Drip Order Editor as on the Medications Order Editor.

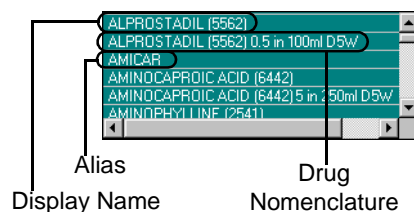


Figure 12-12. IV Drip Name Choicelist

The Drug Nomenclature for an IV Drip is made up of four fields:

- The Display Name. In the example in Figure 12-13., the Pharmacy Identifier is included parenthetically in the Display Name.
- The Default Amount Value of the drug (measured in the default units displayed on the IV Drip Order Editor). Default implies that this value will be entered onto the order form, but can be changed by the user.
- The Default Volume of the carrier fluid (measured in ml). Default implies that this value will be entered onto the order form, but can be changed by the user.

- The Default Carrier. Default implies that this value will be entered onto the order form, but can be changed by the user.

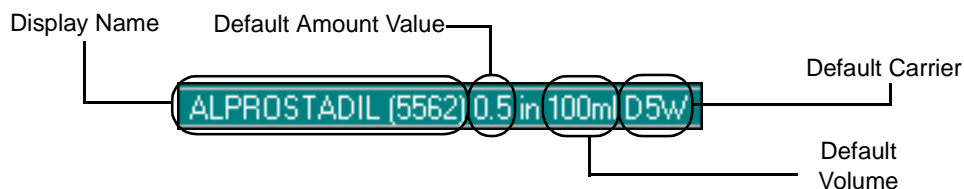


Figure 12-13. IV Drip Drug Nomenclature example.

Multiple Drugs

Depending on the configuration at your site, the IV Drip Order Editor can accommodate up to four drugs. A second line will appear on the Order Editor once the first drug has been selected off the Name choicelist. A third line will appear after the second drug is chosen, and similarly for a fourth line if so configured.

The screenshot shows the "Order Editor" window for the "IV Drips" category. The interface includes a "Category" dropdown set to "IV Drips", a "Sub Category" dropdown set to "IV Drips", and a "Comment" text area. Below these are fields for "Order Time" (1520 18 Mar 2002), "Start Time" (1500 18 Mar 2002), and "Stop Time". A "Weight" field is set to 60 (kg). The "Drug Name" section has a dropdown menu with "DOBUTAMINE" and "ALPROSTADIL" selected. The "Amount" field is set to 250 (mg). The "Dose" field is set to 5.83333 (mcg/kg/min). The "Concentration" field is set to 1000 (mcg/ml). A tooltip is visible over the "Concentration" field, displaying the "DEFAULT ORDER" information: "STD CARRIER: D5W", "VOLUME: 250 (ml)", "DRUG: DOBUTAMINE", "AMOUNT: 250 (mg)", "DOSE: 5 (mcg/kg/min)", "CONC: 1000 (mcg/ml)", and "Dose Limits: Min: 2.5 (mcg/kg/min) Max: 40 (mcg/kg/min)". The "Volume" field is set to 250 (ml), the "Rate" field is set to 21 (ml/hr), and the "Infusion Time" field is set to 11.9048 (hr). The "Site" dropdown is set to "WRIST", the "Carrier" dropdown is set to "D5W", and the "MD Name" dropdown is set to "Adix, Michael".

Figure 12-14. Example Order Editor for the IV Drips category

Default Order Popup

Each IV Drip item in the Order Entry formulary has a Default Order associated with it. Once the Name is selected, the values from the Default Order are loaded into the corresponding fields in the Order Editor (for the first drug only, if configured for multiple constituents). To view the Default Order, click into the Name, Amount, Dose, or Concentration value fields, then move the mouse pointer away from, and back over that field. If the mouse pointer hovers over the selected field for a second or two, the Default Order will be displayed, similar to a Toggle Tooltip prompt.

Order Entry

The Default Order includes the following fields:

- Standard Carrier
- Volume (of carrier fluid)
- Display Name
- Amount (the amount of medication in the solution)
- Dose (Amount per time, and possibly per body weight)
- Concentration (Amount per Volume)
- Dose Limits (optional Minimum and Maximum Dose)

The units associated with the Default Order (such as mg for Amount, and mcg/ml for Concentration) become the units on the Order Editor. The units are Informational fields; they cannot be edited.

Calculated Fields

The default values can be modified by double-clicking the field and typing a new value. When the value of a field is changed, associated field values are automatically recalculated. The following equations apply:

$$\text{Dose} = \text{Amount} / \text{Infusion Time}$$

OR

$$\text{Dose} = \text{Amount} / \text{Weight} / \text{Infusion Time}$$

$$\text{Concentration} = \text{Amount} / \text{Volume}$$

$$\text{Infusion Time} = \text{Volume} / \text{Rate}$$

Weight

When a drug is chosen from the IV Drip choicelist with kg in the default Dose units, the following criteria applies:

- The Weight field appears on the Order Editor for use in the Dose calculation.
- Order Entry attempts to retrieve the patient's weight from the patient record for display in the Weight field.
- Weights manually entered onto the Order Editor form are stored as part of the audit trail of the order, but are not communicated beyond that order.

Order Editor from a Flowsheet

When **New Order** is selected from the **Flowsheet Actions** menu, the display switches to the **Order Entry** screen and the **Category** list appears. Select a category and click **OK** to open the **Order Editor** form.

This **Order Editor** form differs from the **Order Editor** form opened from the **Order Entry** screen in that an order can be stored from this **Order Editor** form. The actions of the **Order Editor** form initiated from a flowsheet are described in the following paragraphs.

Figure 12-15. Order Editor Screen opened from a Flowsheet

Actions

The following actions are available from the **Actions** menu and the Icon bar:

Assign

Assign transfers the information on the **Order Editor** form to the OE Application Display. Triple asterisk are shown in one or more columns on the Application Display to indicate that the order is *not* Stored. A new **Order Editor** form using the same Category replaces the completed form. Use **Assign** when additional orders are to be placed from within the same Category.

To change category, **Cancel** the open **Order Editor** form to return to the Flowsheet. Select **New Order** from the **Flowsheet Actions** menu to display the **Category** list.

Store

Store saves the order to the patient record. Whenever an order is created or modified, those changes are temporary until they are Stored. All Active orders with changes pending are processed simultaneously when **Store** is invoked. Orders with changes pending are identified by triple asterisk in one or more columns of the OE Application Display. See "Store" on page 189 for additional information.

Cancel

Cancel discards any information entered into the **Order Editor** form. If **Cancel** is selected *before* selecting **Assign**, the **Order Editor** form is closed and the display returns to the Flowsheet. If **Cancel** is selected *after* selecting **Assign**, a pop-up message asks if you wish to save your changes.

Clear Time

Clear Time removes the time and date displayed in a Time/Date field.

Order Editor with Charted Data

A table of selected patient medications data can be configured to display while the Order Editor window is open. Contact CliniComp Client Services to configure this option.

The screenshot shows the 'Order Editor' window. At the top, there are 'Actions' buttons: a checkmark, 'DONE', an 'X', and a refresh icon. Below this, the 'Medication' section contains fields for Category, Sub, Order Time (1544 25 Jun 2), Start Time (1500 25 Jun 2), Stop Time, Expires, Name (HEPARIN NA INJ), Dose (UN), Route, and Freq. To the right, there are fields for Priority, MD Name, V/o, and a large text area for Comment. Below the medication section is a 'Patient Information' table.

	Hct	Plt	WT kg	PTT
1532 25 Jun 2004	40.0 %	80 /mm3		
1400 15 Jun 2004			50.000 kg	

Standard Order Sets

A Standard Order set is a named collection of orders. Standard Order sets are used to enter a group of orders which are commonly used together as part of a standard treatment regimen. Standard Order sets are typically used either as an all-inclusive group of orders with the entire group assigned to the patient, or cafeteria style where individual items are assigned a la carte.

Standard Order sets straddle the concepts of Display and Content. When a Standard Order is invoked, a view is created containing the orders that comprise the selected set. In many superficial ways, the Standard Order view looks and behaves like any other view created in the OE Application Display. However, it is crucial to recognize that the orders in the Standard Order view are not associated with the patient record until they are Assigned. The Standard Order view is a menu of preconfigured New Orders, rather than a regular view.

Actions available in the Standard Order set view are different than the actions available in other views. The available actions are geared toward modifying the content of the preconfigured New Orders, and assigning those orders to the patient record.

Changes made within the Standard Order view are local to the view while it is open. The next time a given Standard Order set is opened, the orders will have been returned to their original condition. (Modification of Standard Order sets is a System Administrator function, and is beyond the scope of this manual.)



Edit Order

Order Entry Menu, Shortcut Menu, Ctrl-E

The selected order in the Standard Order set view is opened for editing. Much like the Edit Order action available in other views, an Order Editor form pops up with the information from the selected order pre-loaded into its fields.

Order Editor forms associated with Standard Order sets behave the same way as in other views, except that any modifications remain local to the set view until assigned. Two Actions are available as icons or menu items on the form:



Done

Order Editor Actions Menu, Shortcut Menu

Use the Done action to complete the editing process of the selected Standard Order. When Done is invoked, the Standard Order view is updated with the modifications, and the form is closed.



Cancel

Order Editor Actions Menu, Shortcut Menu

Use the Cancel action to abort editing of the selected Standard Order. When Cancel is invoked, the form is closed and the Standard Order view is not modified.



Start Time

Order Entry Menu, Shortcut Menu

The default start time assigned to all orders in the Standard Order set is the current time. Use the Start Time action to modify the start time of individual or multiple selected items. When invoked, the Start Time form will pop up.

The Start Time form (Figure 12-16.) contains one field:

Figure 12-16. Start Time form.

Start Time

When the form is first opened, the Start Time field will be pre-loaded with the current time. To modify the date and/or time, position the mouse pointer over a sub-field and click to select. For example, click on the month to select the month field for editing. Once the cursor is within the time/date field, the right and left arrows on the keyboard can be used to select neighboring sub-fields.

There are several ways to modify the selected sub-field of the date and time:

- Clicking the small up and down arrows at the right of the time/date field
- Pressing the up and down arrows on the keyboard
- Typing on the keyboard (for the month, press the first letter of the desired month to cycle through the months that begin with that letter)

A date can also be specified using the drop-down calendar. To open the calendar, click the large down arrow at the right of the time/date field.

There are two buttons at the bottom of the Start Time form:

OK

When **OK** is chosen, the information on the Start Time form is transferred to the selected

Order Entry

order(s) in the Standard Order view. When the Start Time field is transferred, it is rounded back to the previous whole hour.

Cancel

Click **Cancel** to discard the Start Time form and return to the Standard Order view.



Assign Order

Order Entry Menu, Shortcut Menu

Assign the selected orders in the Standard Order view. The selected orders are removed from the Standard Order view, and become New orders in the OE Application Display. When the last order has been Assigned, the empty Standard Order view is removed.



Assign All Orders

Order Entry Menu, Shortcut Menu

Assigns all orders currently displayed in the Standard Order view. All orders in the Standard Order view become New orders in the OE Application Display, and the empty Standard Order view is removed.



Remove View

OE Options Menu

See Done.



Done

Order Entry Menu, Shortcut Menu

Either Done or Remove View can be used to remove the Standard Order view from the OE Application Display without Assigning the orders present in the view.



Remove Order

Order Entry Menu, Shortcut Menu

Removes the selected orders from the Standard Order view.

Example of a Simple Medication Order

MD enters the order

Step by Step

- 1. Invoke the New Order content action by clicking the icon, selecting it from the Order Entry dropdown menu, or from the shortcut menu.
- 2. Select the Medications category from the Categories pop-up.
- 3. The Order Editor form configured for the Medications category pops up.
- 4. Select a Medication from the Name choicelist.

Additional Information

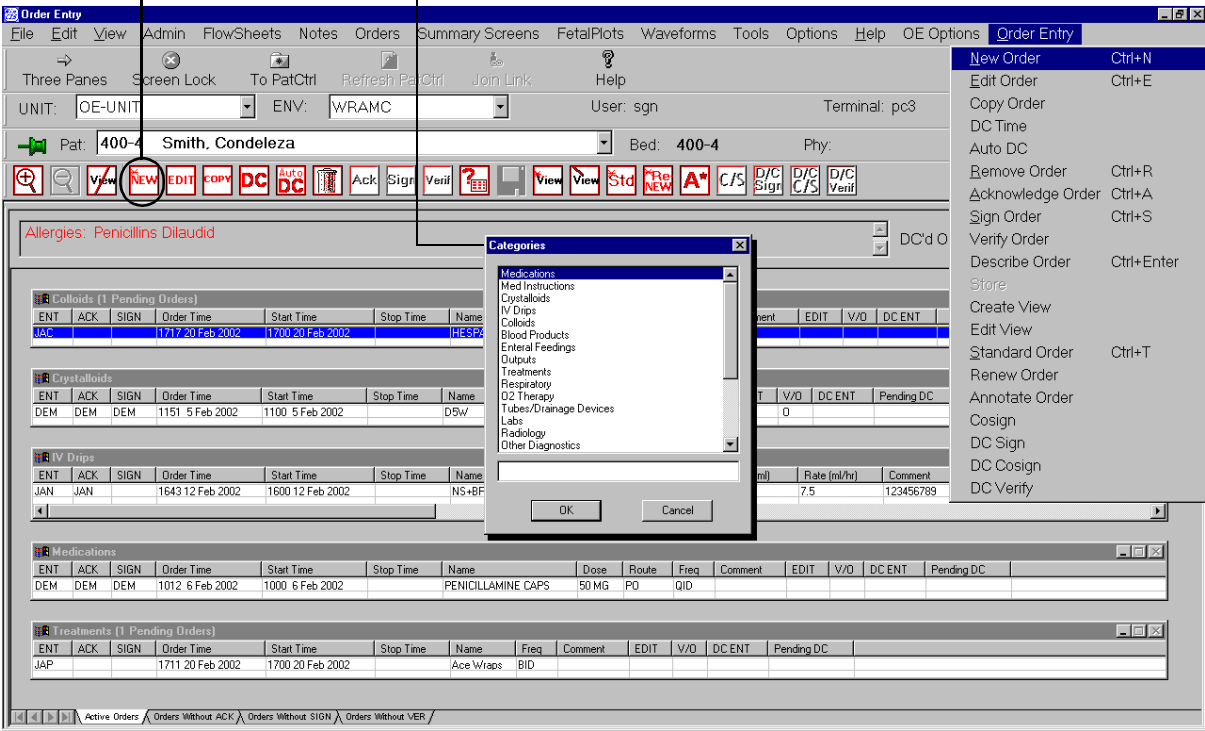
A list of available categories is displayed in the Order Category Dialog.

Some categories include a Subcategory. For example, the Tubes category can be shown as Tubes/Lines and Tubes/Drainage Devices.

The Medication Name Choicelist is generated from the hospital formulary. Please refer to the detailed description and instructions for the Medication Name Choicelist in the section titled Formulary Considerations.

New Order Icon

Categories Pop-up



Order Entry

5. Enter the Dose, Dose Unit, and Route, into their respective fields.
6. When the Order Editor pops up, the Order Time and Start Time fields will be preloaded with the current time. Change the Order Time and Start Time fields as appropriate.
7. If appropriate, enter a Stop Time to place a DC marker on the MAR. In this example, the Stop Time has been left blank.
8. Enter additional information, such as Frequency, Priority and MD Name, as appropriate.
9. Invoke the Done action to place the New Order into the OE Application Display and close the Order Editor.

These three fields, plus the Name, are required in order to Assign a Medication order.

When Assigned, the Start Time is rounded back to the previous whole hour.

When Assigned, the Stop Time will be rounded forward to the next whole hour. The Stop Time for meds that expire will be preloaded into the Stop Time field. In this example, Acetaminophen does not expire, and a Stop Time was not manually entered when the order was placed.

Frequency and MD Name may be configured as required fields.

Use the Assign action to keep the Order Editor open so that another Medication order can be placed.

The screenshot shows the 'Order Editor' window. At the top, there's an 'Actions' bar with icons for Assign (checkmark), Done (checkmark), Cancel (X), and a fourth icon. Below this, the form is organized into sections. 'Category' and 'Sub Category' are both set to 'Medications'. 'Order Time' is '1510 01 Mar 2002' and 'Start Time' is '1500 01 Mar 2002'. 'Stop Time' is empty. 'Expires' is empty. 'Name' is 'ACETAMINOPHEN TABS'. 'Dose' is '325' with a unit dropdown set to 'MG'. 'Route' is 'PO'. 'Freq' is 'Q4'. On the right, 'Priority' is a dropdown, 'MD Name' is a dropdown, 'V/O' is a checkbox, and 'Comment' is a text area.

10. The new Acetaminophen order appears in the Medications section of the Active Orders view with triple asterisks in the ENT and ACK columns.

The Medications section heading is updated to indicate the order is Pending.

Medications (1 Pending Orders)											
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dose	
***	***						1400 4 Mar 2002		ACETAMINOPHEN TABS	325 MG	

11. Invoke the Store action. This step assumes that the user who enters the order has typical MD permissions (Enter, Sign, DC).

The triple asterisks are removed from the ENT and ACK columns. Initials of the MD user (SGD in this example) appear in the ENT and SIGN columns. Since the order is not yet acknowledged, it remains Pending.

Medications [1 Pending Orders]											
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dose	
SGD		SGD					1400 4 Mar 2002		ACETAMINOPHEN TABS	325 MG	

RN acknowledges the order

12. Click on the order row to select it, and invoke the Acknowledge Order action.

A triple asterisk appears in the ACK column to indicate that an acknowledgement of the order will be recorded with the next Store.

Medications [1 Pending Orders]											
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dose	
SGD	***	SGD					1400 4 Mar 2002		ACETAMINOPHEN TABS	325 MG	

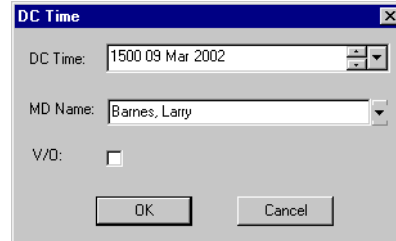
13. Invoke the Store action. This step assumes that the user who acknowledges the order has typical RN permissions (Enter, Acknowledge, DC).

The triple asterisk in the ACK column is replaced by the initials of the RN (SGN in this example). Since the order is now acknowledged, the Pending notification no longer appears in the section header. The order appears on the MAR, and other flowsheets configured to display Medications.

Medications											
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dose	
SGD	SGN	SGD					1400 4 Mar 2002		ACETAMINOPHEN TABS	325 MG	

MD discontinues the order

14. Click on the order row to select it, and invoke the DC Time action.
15. The DC Time form pops up preloaded with the current time.
16. Modify the stop time as appropriate, and select the MD Name.
17. Click OK to accept the DC Time. Since the DC Time action pertains to an acknowledged order, an Order to DC is spawned.
18. In the OE Application Display, the spawned Order to DC is indicated by: triple asterisks in the DC ENT and DC ACK columns; DC in the Pending DC column; P (for pending) to the right of the Stop Time; PEND DC attached as a prefix to the Name.



A dialog box titled "DC Time" with a close button (X) in the top right corner. It contains the following fields and controls:

- DC Time:** A text field containing "1500 09 Mar 2002" with a small calendar icon to its right.
- MD Name:** A dropdown menu showing "Barnes, Larry".
- V/D:** A checkbox that is currently unchecked.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Until the Order to DC is acknowledged, it will share a row with the original order.

Medications										
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dos
SGD	SGN	SGD	DC	***	***		1400 4 Mar 2002	1500 9 Mar 2002(P)	[PEND DC] ACETAMINOPHEN TABS	325

19. Invoke the Store action. This step assumes that the user who enters the Order to DC has typical MD permissions (Enter, Sign, DC).

The triple asterisks are removed from the DC ENT and DC ACK columns. Initials of the MD user (JAD in this example) appear in the DC ENT and DC SIGN columns. The row is highlighted in Green to further indicate that the order state is Pending DC.

Since the Order to DC was entered by a user with DC permission, a DC marker is added to the flowsheet row. Pending is indicated in the section header since the Order to DC has not been acknowledged.

Medications [1 Pending Orders]										
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dos
SGD	SGN	SGD	DC	JAD		JAD	1400 4 Mar 2002	1500 9 Mar 2002(P)	[PEND DC] ACETAMINOPHEN TABS	325

RN acknowledges the order to DC

20. Click on the order row to select it, and invoke the Acknowledge Order action.

A triple asterisk appears in the DC ACK column to indicate that an acknowledgement of the DC will be recorded with the next Store.

Medications (1 Pending Orders)											
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dos	
SGD	SGN	SGD	DC	JAD	***	JAD	1400 4 Mar 2002	1500 9 Mar 2002(P)	[PEND DC] ACETAMINOPHEN TABS	325	

21. Invoke the Store action. This step assumes that the user who acknowledges the Order to DC has typical RN permissions (Enter, Acknowledge, DC).

Since the DC is now acknowledged, the Order to DC becomes the Active order, and the original order becomes a Previous order. To see the original order, create a view with Order State equal to Previous. The original order will appear as in Step 13 above.

In the Active Orders view, the row is now occupied solely by the Order to DC. The row is highlighted Yellow to indicate that it contains an acknowledged DC.

From this point forward, the Order to DC will be processed like any order. Hence, the initials in the ENT and SIGN columns are those of the MD who entered and signed the DC (JAD in this example), and the initials in the ACK column are those of the RN who acknowledged the DC (JAN in this example).

The DC Time of this Order to DC can be modified by returning to Step 14. Note that since the Order to DC is acknowledged, another Order to DC must be spawned to accomodate the request.

Medications											
ENT	ACK	SIGN	Pending DC	DC ENT	DC ACK	DC SIGN	Start Time	Stop Time	Name	Dose	Route
JAD	JAN	JAD					1400 4 Mar 2002	1500 9 Mar 2002	ACETAMINOPHEN TABS	325 MG	PO

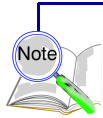
Drug Screening

14

This module describes using the Order Entry (OE) drug screening facility through the Essentris interface. The drug screening facility checks patient orders in the Order Entry system and issues warnings and descriptions of possible adverse reactions that the clinician can assess.

Drug Screening Process

The following steps describe how to use the drug screening features in the Essentris interface.



The patient record must contain the patient's gender, date of birth, and allergy information to display the patient's drug screening assessment.

Step by Step

Additional Information

- | | |
|--|---|
| 1. In the Patient Control screen, select a patient. | |
| 2. Open the Orders menu and click Order Entry . | The Order Entry screen appears. |
| 3. Open the Order Entry menu and click New Order . | The Categories screen appears. |
| 4. Select an order category and click OK . | The Order Editor screen appears. |

Drug Screening Interface

Order Entry

File Edit View Admin FlowSheets Notes Summary Screens Waveforms Tools References Options Help OE Options Order Entry

Three Panes Screen Lock To PatCtrl Refresh PatCtrl Join Context Help

User: sgn
Display: pc-jayr
Server: Isdemo

Unit: OE-UNIT Env: WRAMC MRN: 2398472983

Pat: 400-4 Smith, Condeliza Bed: 400-4 Phy:

NEW EDIT COPY NEW A* Std Ack Sign Verif C/S D/C Sign D/C Verif D/C C/S DC Auto DC ? View View View View

Allergies: Penicillins Dilaudid Idarubicin HCI

ADT Orders (1 Pending Orders)

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending
JAC				1011 10 Oct 2002	1000 10 Oct 2002		First						

Diet Orders (1 Pending Orders)

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending
JAC				1011 10 Oct 2002	1000 10 Oct 2002		CLEAR LIQUIDS	QAM					

Enteral Feedings (1 Pending Orders)

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Volume (ml)	Rate (ml/hr)	Comment	EDIT	V/O	DC ENT	Pending
JAC				1015 10 Oct 2002	1000 10 Oct 2002		NEPRO	50	5					

Med Instructions (1 Pending Orders)

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending
JAC				1014 10 Oct 2002	1000 10 Oct 2002		Third	QH					

Medications

ENT	ACK	SIGN	CS	VERIFY	Order Time	Start Time	Stop Time	Name	Dose	Route	Freq	Comment	EDIT	V/O	DC ENT	Pending
JAC	DEM	SGD	SGD		1013 10 Oct 2002	1000 10 Oct 2002		VERAPAMIL TABS	300 MG	PO	QAM					

Treatments (1 Pending Orders)

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending	DC	DC VERIFY
JAC				1015 10 Oct 2002	1000 10 Oct 2002		Ace Wraps	PRN							

Categories

ADT Orders
Diet Orders
Medications
Med Instructions
Crystalloids
IV Drips
Colloids
Blood Products
Enteral Feedings
Outputs
Treatments
Respiratory
O2 Therapy
Tubes/Drainage Devices
Labs

OK Cancel

New Order Ctrl+N
Edit Order Enter
Copy Order Ctrl+Shift+C
Renew Order Ctrl+Shift+N
Annotate Ctrl+*
Standard Orders
Store Ctrl+S
Acknowledge Order Ctrl+K
Sign Order
Verify Order
Cosign Order Ctrl+Shift+G
DC Sign
DC Verify
DC Cosign
DC Time Ctrl+D
Remove Order Del
Auto DC
Describe Order Alt+Enter
Create View
Edit View
Remove View
Zoom In
Zoom Out

11:07 Nov 22, 2002 Clinical link broken

Step by Step

Additional Information

5. Enter the order data in the **Order Editor** screen.
6. Select **Assign Order** or **Done** to place the order in the patient's **Order Entry** screen.

The **Order Entry** screen appears with the new order.

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending DC	DC VERIFY
JAC				1011 10 Oct 2002	1000 10 Oct 2002		First							

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending DC	DC VERIFY
JAC				1011 10 Oct 2002	1000 10 Oct 2002		CLEAR LIQUIDS	QAM						

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Volume (ml)	Rate (ml/hr)	Comment	EDIT	V/O	DC ENT	Pending DC	DC VER
JAC				1015 10 Oct 2002	1000 10 Oct 2002		NEPRO	50	5						

ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending DC	DC VERIFY
JAC				1014 10 Oct 2002	1000 10 Oct 2002		Third	OH						

ENT	ACK	SIGN	CS	VERIFY	Order Time	Start Time	Stop Time	Name	Dose	Route	Freq	Comment	EDIT	V/O	DC ENT
***	***				1419 22 Nov 2002	1400 22 Nov 2002		MORPHINE TBSR	2000 MG	PO	5X/Week				
JAC	DEM	SGD	SGD		1013 10 Oct 2002	1000 10 Oct 2002		VERAPAMIL TABS	300 MG	PO	QAM				

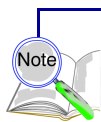
ENT	ACK	SIGN	VERIFY	Order Time	Start Time	Stop Time	Name	Freq	Comment	EDIT	V/O	DC ENT	Pending DC	DC VERIFY
JAC				1015 10 Oct 2002	1000 10 Oct 2002		Ace Wraps	PRN						

Step by Step
Additional Information

- | | |
|--|---|
| <p>7. From the Order Entry menu, or the Icon bar, select Store to save the new entry.</p> <p>8. Enter your User Name and Password and click OK.</p> | <p>The Validation Dialog box appears.</p> <p>If the new order causes a warning for a duplicate order, an adverse drug interaction, a drug allergy reaction, or duplicate therapy, the Order Decision Support screen from the drug screening facility appears.</p> |
|--|---|
-

Drug Screening Results

The **Order Decision Support** screen contains three tabs: Screening Results, Simple Duplicate Check Description, and Medication Screening Description.



If the patient's gender, date of birth, or allergy information is missing, the Order Decision Support screens contain messages that the patient data is missing. Drug screening results are not displayed.

Screening Results Tab

Order Decision Support

Simple Duplicate Check Description | Medication Screening Description | **Screening Results**

Simple duplicate checking (0 warnings)

No duplicates found

Warnings Text Drug to drug interactions (0 warnings)

No warnings found

Warnings Text Drug allergy reactions (1 warning)

Prescribed drug: MORPHINE TBSR
Adverse Reaction(s) reported with prior Dilaudid administration:
Asthma/Shortness of Breath

Warnings Text Duplicate therapy (0 warnings)

No warnings found

Drugs which were not included in the screening process (1 drug)

Type	State	Name
MED	ACTIVE	VERAPAMIL TABS

Print OK Cancel

The **Screening Results** tab includes the following types of information:

Simple Duplicate Checking

Displays warnings of duplicate orders, except the excluded order types (see "Excluded Types" on page 214).

Drug to Drug Interactions

Click the **Warning** button to read the warnings on the drug interactions between medications for the selected patient.

Click the **Text** button to read the full description of the drug interaction.

Drug Allergy Reactions

Click the **Warning** button to read the drug-allergy reactions.

Click the **Text** button to read the full description of the drug interaction.

Duplicate Therapy

Click the **Warning** button to read the warnings on duplicated therapies.

Click the **Text** button to read the full description about duplicated therapies.

Drugs Which Were Not Included in The Screening Process

Displays drugs that have a system conflict for the following reasons:

- The drug was ordered but was *not* charted on MAR within the last 30 days.
- The drug cannot be found in the formulary (possibly due to conditions such as a change in the formulary, or the drug was entered as free text incorrectly in the **Order Editor** screen).

Simple Duplicate Check Description Tab

Order Decision Support

Simple Duplicate Check Description | Medication Screening Description | Screening Results

Description

The screening process is invoked when the user presses the OE 'Store' Button.

Screening Step 1 Simple Duplicate Check

- 1) Read Configuration.
- 2) The configuration specifies the Excluded types for the screening process.
- 3) The 3-letter type identifiers list which types of orders are NOT considered in the Simple Duplicate Check.
- 4) Compare the 'name' field of all Active Orders and all New Orders.
- 5) Generate warning for duplicated names.

Note that this is not restricted to just Meds & IV drugs, unlike the Facts & Comparisons screening described below.
The simple Duplicate Check outputs the list of orders that had an identical name to any other New or Active order.

Definitions:

New order: an order which has not yet been stored or for which a permission has not yet been stored, e.g. a newly signed previously stored order is a New order in this document.

Active order: An order such that:
(a) it is not New and
(b) its DC time is either not set or greater than or equal to current time.

DC-ed order: An order whose DC time is set to a value less than current time.

Unscreened Drugs: drugs that were "rejected" by the Facts & Comparisons screening middleware and were therefore not accounted for when screening. An example might be an experimental drug, which was added to FORMFF but does not contain the requisite Facts & Comparisons identifiers (GPI, KDC, and DDID).

Excluded Types

TRT

Existing Orders

Type	State	Name
INP	ACTIVE	NEPRO
MED	ACTIVE	VERAPAMIL TABS
OTH	ACTIVE	First

New Orders

Type	State	Name
MED	NEW	MORPHINE TBSR

Print OK Cancel

The **Simple Duplicate Check Description** tab displays the following types of information:

Description

Describes the duplicate checking process.

Excluded Types

Lists the order types for the selected patient that are excluded from duplicate checking. Excluded order types are configured by the hospital. The following types can be excluded:

MED	Medications
IVD	IV Drip
TRT	Treatment
INP	Inputs
OUT	Outputs
OTH	Other

Existing Orders

Lists the active orders for the selected patient. An active order is *not* a new order and if a DC is present, the DC time is greater than or equal to the current time.

New Orders

Lists orders that have been signed, but have *not* been stored, and stored orders that have *not* been signed.

Medication Screening Description Tab

The screenshot shows the 'Order Decision Support' window with the 'Medication Screening Description' tab selected. The window is divided into several sections:

- Disclaimer:** A text area containing a disclaimer notice about the clinical information provided by the system.
- Description:** A text area describing the various DUR screening functions performed by the system.
- Patient Information:** Fields for Name, Sex, DOB, Severity Level, and First Data Bank Screening.
- Existing Orders:** A table listing existing orders with columns for Type, State, Name, and Date of Last Delivery.
- New Orders:** A table listing new orders with columns for Type, State, and Name.
- Allergies:** A table listing allergies with columns for Name, Onset Date, and Symptoms.

Buttons for Print, OK, and Cancel are located at the bottom right of the window.

Order Decision Support																													
Simple Duplicate Check Description		Medication Screening Description	Screening Results																										
<p>Disclaimer</p> <p>DISCLAIMER NOTICE</p> <p>The clinical information contained in the Facts & Comparisons DUR modules is intended to supplement the knowledge of physicians, pharmacists and other health care professionals regarding drug therapy problems and patient counseling information. This information is advisory only and is not intended to replace sound clinical judgement in the delivery of health care services. Users are advised to review the definitions, functionality and limitations of each DUR module in the appropriate user's guide. Facts & Comparisons disclaims all warranties, whether expressed or implied, including any warranty as to the quality, accuracy, or suitability of this information for any particular purpose.</p> <p>Warning: Medication orders are NOT being screened for interaction with alcohol. Please use caution in prescribing any medication that may be contraindicated for use in the presence of alcohol consumption.</p>		<p>Name: Smith, Condeliza</p> <p>Sex: F</p> <p>DOB: 23Jan1955</p> <p>Severity Level: MAJOR</p> <p>First Data Bank Screening: On</p>																											
<p>Description</p> <p>The various DUR screening functions performed by this system are:</p> <p>1) Drug Interaction</p> <p>2) Duplicate Therapy</p> <p>3) Prior Adverse Reactions:</p> <p>1) Drug Interaction</p> <p>The Drug Therapy Monitoring System warns of potentially interaction drug combinations and assists in assessing the risk of administering the prescribed drugs concurrently. Warning messages identify the possible clinical effect of the interaction, and full-text monographs discuss the mechanism, management and clinical aspects of the potential interaction. Monographs also include comprehensive lists of primary literature references.</p>		<p>Existing Orders</p> <table border="1"> <thead> <tr> <th>Type</th> <th>State</th> <th>Name</th> <th>Date of Last Delivery</th> </tr> </thead> <tbody> <tr> <td colspan="4"></td> </tr> </tbody> </table> <p>New Orders</p> <table border="1"> <thead> <tr> <th>Type</th> <th>State</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>MED</td> <td>NEW</td> <td>MORPHINE TBSR</td> </tr> </tbody> </table> <p>Allergies</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Onset Date</th> <th>Symptoms</th> </tr> </thead> <tbody> <tr> <td>Penicillins</td> <td>1/1/2001</td> <td>ShockUnconsciousness</td> </tr> <tr> <td>Dilaudid</td> <td>1/1/2000</td> <td>AsthmaShortnessOfBreath</td> </tr> <tr> <td>Idarubicin HCl</td> <td>5/7/2002</td> <td>AsthmaShortnessOfBreath</td> </tr> </tbody> </table>		Type	State	Name	Date of Last Delivery					Type	State	Name	MED	NEW	MORPHINE TBSR	Name	Onset Date	Symptoms	Penicillins	1/1/2001	ShockUnconsciousness	Dilaudid	1/1/2000	AsthmaShortnessOfBreath	Idarubicin HCl	5/7/2002	AsthmaShortnessOfBreath
Type	State	Name	Date of Last Delivery																										
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Dilaudid	1/1/2000	AsthmaShortnessOfBreath																											
Idarubicin HCl	5/7/2002	AsthmaShortnessOfBreath																											

The **Medication Screening Description** tab displays the selected patient's data and the following information:

Disclaimer

Describes the scope and limitations of the drug-screening system.

Description

Describes the drug-screening system functions.

Existing Orders

Lists the active orders for the selected patient. An active order is *not* a new order and if a DC is present, the DC time is greater than or equal to the current time.

New Orders

Lists orders that have been signed, but have *not* been stored, and stored orders that have *not* been signed.

Allergies

Lists the selected patient's allergies and symptoms.

Print Button

Prints the screening results.

OK Button

Acknowledges warnings and stores the order.

Cancel Button

Returns to the Order Entry screen without storing the order.

System Support

Contact your technical support person when any of the following conditions occur:

- The **Order Decision Support** screen displays a message stating that the 90-day license has expired.
- The drug-screening system does *not* respond.

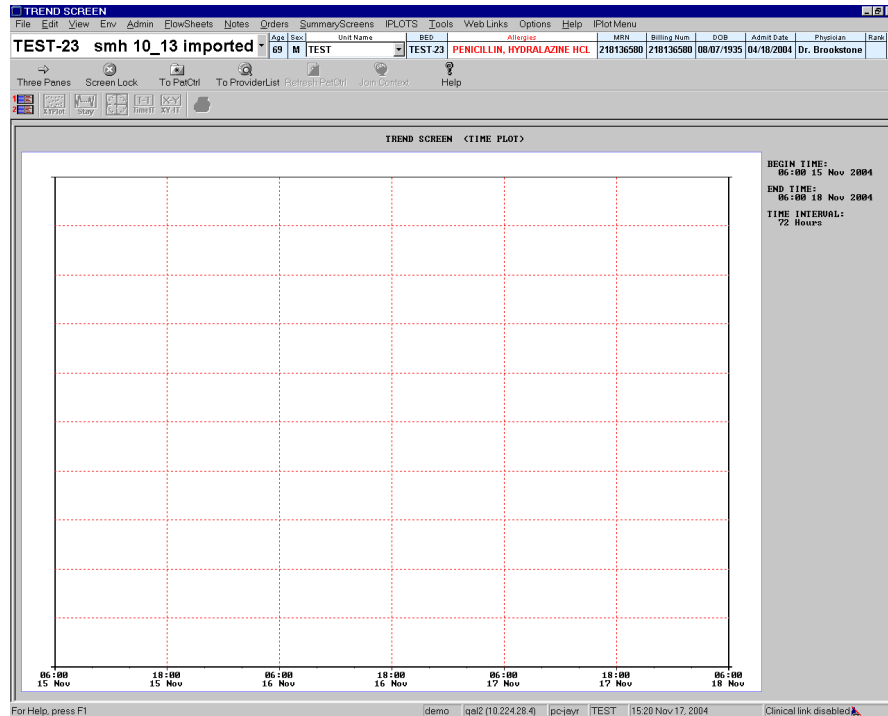
IPlots

15

Any flowsheet data item can be plotted over time (Time Plot) or against another data item (XY Plot). IPlots are configured on or off, by unit.

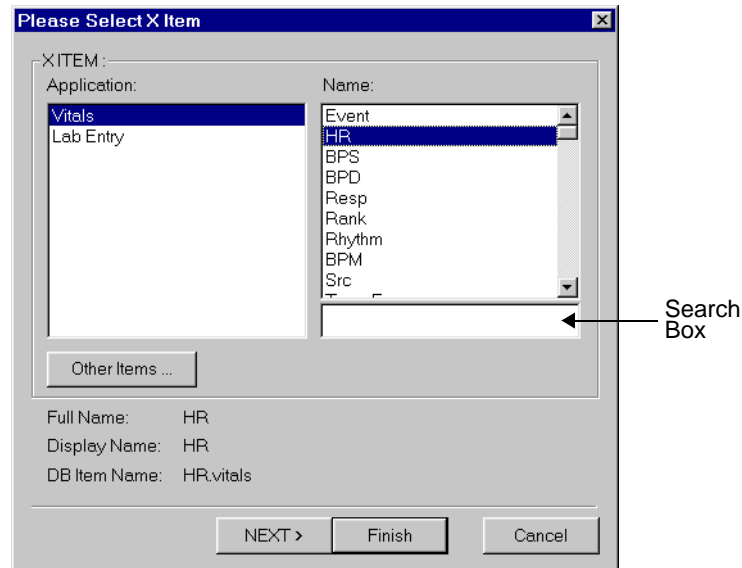
Accessing IPlots

In the Patient Control screen, select a unit that has IPlots configured on. These units have IPlots menu selections in the Menu bar, the Application bar and the Shortcut menu. Select a patient and click the Plot menu item to open the **Trend Screen**.



Selecting Data Items

Select the **Select Items** menu option from the **IPlot Menu**, the Shortcut menu, or the **Select Items** icon on the left end of the icon bar (the IPlot icons are described below). The application and data item selection window opens.



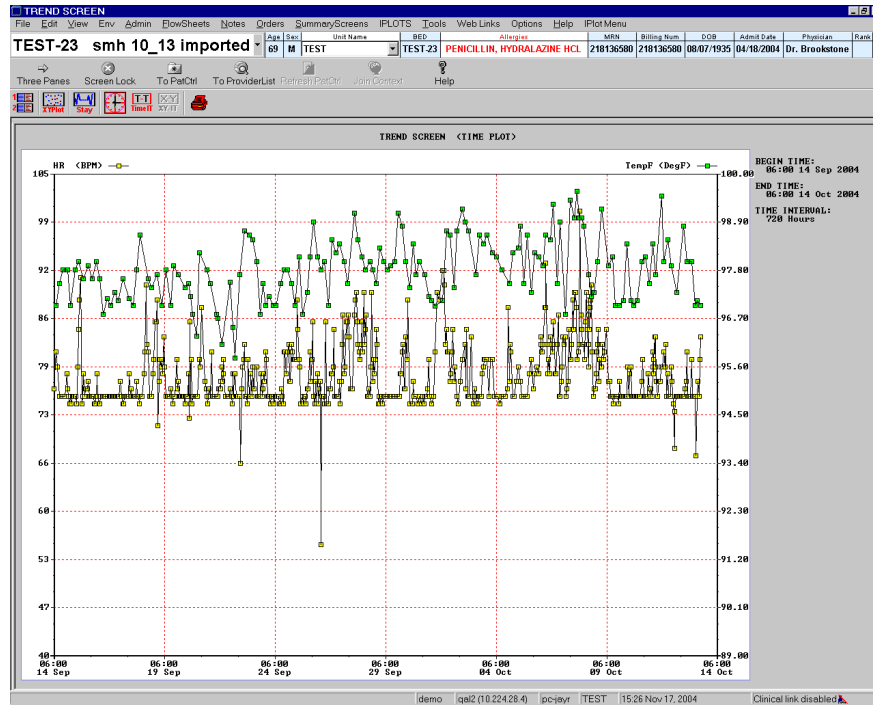
1. Select a flowsheet application from the Application list.
2. Select a data item from the Name list.
3. Optionally, select a second data item by clicking the **Next>** button and repeating steps 1 and 2. This data item is plotted on the Y axis of the XY Plot.
4. Click the **Finish** button to display the plots.

Options:

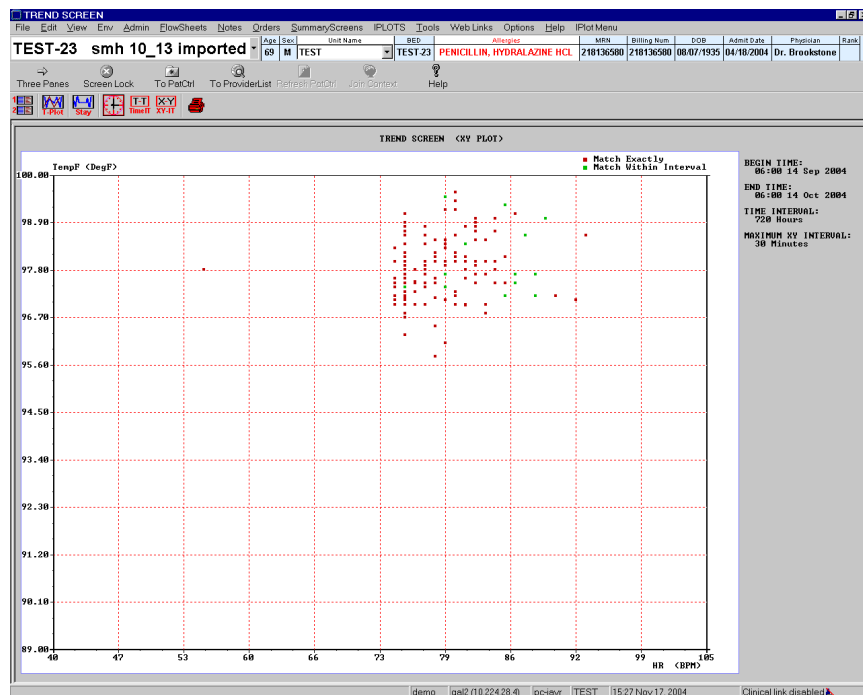
- To search for a data item, key in the beginning letters of item name in the search box. A list of names that contain the text in the search box appears in the Name window.
- To enter a data item that is not in the Name list, click the **Other Items** button to open a text entry box.
- To view a different time section of the patient plot, use the **Enter End Time** option described on page 220.

Example Plot Screens

Time Plot screen displaying two data items:

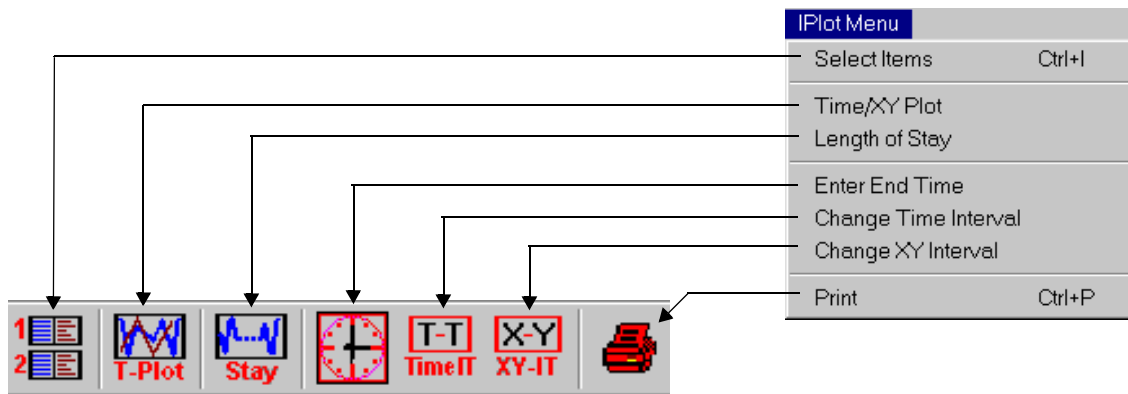


XY Plot screen with the same two data items:



Icons and Menus

The icons shown below represent the menu items on the drop-down **IPlot Menu** and the shortcut menu.



Selecting data items is described in "Selecting Data Items" on p. 218.

Changing from a Time Plot to the XY Plot

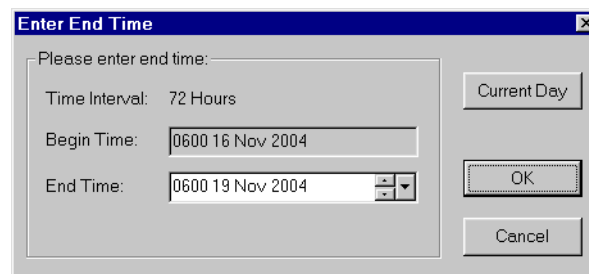
When you are viewing the Time Plot, click on the Time/XYPlot menu option or icon to view the XY Plot. This is a toggle function: while viewing the Time Plot, the icon is labeled XYPlot. While viewing the XY Plot, the icon is labeled T-Plot.

Plotting the Length of Stay

Use the Length of Stay menu item or the corresponding icon to display the patient's length of stay in the plots.

Changing the End Time of the Plot

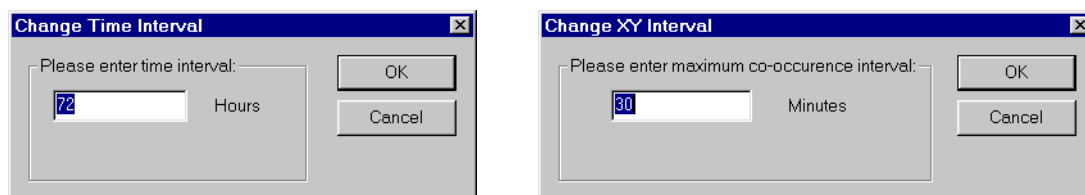
Use the Enter End Time menu item or the corresponding icon to shift the display forward or backward in time. Changing the end time does not affect the time interval.



Set the new end time using the spin arrows and calendar button in the **End Time** box, or click the **Current Day** button to enter the current time and date.

Changing the Time Interval

For the Time Plot, use the Change Time Interval or the corresponding icon to change the length of time of the display. For example, changing the time interval from a 72-hour display to a 48-hour display. Changing the time interval does not change the end time of the display. The same rules apply to the Change XY Interval menu option for the XY Plot.



The **Time Plot** has a default of 72 hours. The **XY Plot** has a default of 30 minutes.

Printing Plots

Use the Print menu item or the corresponding icon to print a plot to your assigned printer.

IPlot Options

The following options can be configured by your CliniComp Account Manager.

Menu Items

- The menu items in the IPlots menu can be labeled with any name.
- The IPlots menu can be configured to *not* show menu items.

Plot Screen Size

The height of the screen can be configured. The default size is 20 lines.

Index

A

About Essentris xiii
 Admitting a Patient 36
 Manually 37
 ADT History 153
 Auto-Match 126, 193

B

BRLi. See Reference Library

C

Care Plans 136
 Choicelists
 Auto-Match 126, 193
 IV Drip 196
 Notes, using 125
 Order Entry, using 192
 Copy Right Pane 30

D

Daylight Savings Time 109
 Fall time change 110
 Spring time change 109
 DC Order 185, 187, 188, 189
 Display options
 Accessing 161
 Find Patient font 164
 Minimum font size 165
 Summary of effects 166
 Patient Control font 163
 Unit Bar font 162
 Zoom In/Out 167
 Drug Screening 209
 Drug Allergies 213
 Drug Interactions 213
 Drugs not screened 213
 Duplicate Therapy 213
 Required data 209
 Results 212
 Screening description 215

Simple Duplicate Check 213, 214
 System support 216

E

Essentris
 CheckUpdate 155
 Exit 30
 Log Out 30
 Version Number xiv
 Exit Essentris 30

F

Fetal Plots
 1-Hour Strip 141
 Accessing 139
 Annotation 142
 Beginning of Strip 141
 Current Time 141
 Custom Strip 141
 End Time 143
 Print 143
 Refresh 142
 Select Record 141
 Find Patient font 164
 Flowsheet
 Add Row 72
 Annotation 67
 Large 83
 section 55
 Calculated sections 56
 Copy Forward 62
 Daylight Savings Time 109
 Fall time change 110
 Spring time change 109
 Delay Schedule 81
 Describe Item 63
 Discontinue order 75, 105
 Enter Time 64
 Features 54
 Find Row 65
 Fluid Balance 90
 I&O 90

- IV Drug Infusions 86
- Lab entry 108
- Medications 100
- Navigation Tools 60
- New Order 76, 102
- Order frequencies 76
- Ordered Item section 55
- Periodic frequency 76
- Plot section 56
- Read Monitor 74
- Refresh flowsheet 66
- Reset Schedule 82
- Scheduled frequency 76
- Set Frequency 77
- Set Schedule 79
- Single dose delivery 76
- Standard section 55
- Start Row marker 73
- Stop Row marker 73
- Store changes 71
- Summary box section 56
- Summary Data 56
- Toggle tooltip 83
- View edit history 69
- Vitals 87
- Flowsheet data entry
 - Copy Forward feature 58
 - Enforced choicelist 57
 - Free-text entry 57
 - Non-enforced choicelist 57
 - Read Monitor feature 58, 74
- Fluid Balance (I&O) Flowsheet 90
 - Daily Summaries section 91
 - Incremental increases 98
 - Insert Volume key 97
 - Intake & Outputs sections 92
 - Site change 93
 - Summary box 90
 - Totals section 91
 - Weight history 99
 - Weights section 91
- Fonts
 - Find Patient 164
 - Minimum Size 165
 - Patient Control 163
 - Unit Bar 162

H

Help 31

I

- I&O Flowsheet 90
- Image Note 127
- Import Data Wizard 50
- IPlots 217
 - Icons and Menus 220
 - Options 221

J

Join Context 30

K

Keyboard Shortcuts 21

L

- Lab Entry Flowsheet 108
 - High/Low flags 108
- Log Out, Essentris 30
- Logon 28

M

- Medication
 - Choicelists 194
 - screening 215
- Medications Flowsheet 100
 - Check Mark 104
 - Discontinue 105
 - Give Med 103
 - Hold Med 104
 - Remarks 106
 - Sort Medications 102
- Minimum font size 165
- Summary of effects 166

N

- New Order
 - from Flowsheet 198
 - from Order Entry 184
- Notes
 - Accessing 121
 - Auto-Match 126
 - Care Plans 136
 - Category 134
 - Choicelists, using 125
 - Close Note 129
 - Copy Note 135
 - Data Base Items
 - Date and Time Stored 129
 - Day options 134
 - Describe Item 129
 - Edit Field 129
 - Edit Note 128
 - Edit Topic 130
 - Erase Data 129
 - Find text 132
 - Functions 123
 - Image Note 127
 - Insert Date/Time 130
 - More Fields 129
 - New Note 123
 - Next/Previous Note 133
 - Note type 123
 - Open Note 128
 - Print Note 131, 133
 - Sorting 123
 - Store Changes 130
 - Tabstop 135
 - Timed Notes 124
 - Topic Notes 124
 - Waveforms 150

O

Online Help 31
Order Entry
 Accessing 170
 Acknowledge Order 188
 Allergy Warnings 178
 Annotate Order 187
 Assign 190, 199
 Assign All Orders 202
 Assign Order 202
 Auto DC 187
 Auto-Match 193
 Cancel 191, 199, 201
 Categories 179
 Changing content 176, 184
 Changing state 176
 Charted Data 200
 Checkbox 193
 Choicelists, using 192
 Clear Time 191, 199
 Communicating orders 177
 Copy Order 185
 Cosign Order 188
 Create View 181
 DC Cosign 189
 DC Sign 188
 DC Time 185
 DC Verify 189
 Describe Order 183
 Done 190, 201, 202
 Edit Order 185, 201
 Edit View 181
 Enter Time 191
 Example order process 203
 Expired 174
 Flowsheet New Order 198
 Informational fields 191
 IV Drip
 Name choicelist 196
 Order Editor 196
 Medications Name choicelist 194
 Multiple Orders 180
 New Order 184
 from Flowsheet 198
 Order Editor 190
 Order states 172
 Permissions 170
 Remove Order 202
 Remove View 183, 202
 Renew Order 187
 Sign Order 188
 Standard Orders 183, 200
 Start Time 201
 Store 189, 199
 Textbox 194
 Time/Date field 191
 Verify Order 188
 View Tabs 178
 Zoom In/Out 183

P

Password
 Change 156

Logon 28
Patient Control
 Copy Right Pane 30
 Font 163
 Logon 28
 Screen 16, 27
Patients
 By doctor name 43
 By unit 44
 Import data 49
 Sort by patient data 45
Printing
 Application Display 32
 Charts 151
 Entire Screen 30
 Entire Stay 152
 LOS record 153
 Notes 133
 Screen/Window 154
 Selected Reports 151
 Single Day 152
 Specify
 environment 152
 printer 152
 Range 152
 Stay in Unit 152
 Window 30
Provider Patient List
 Adding Patients 34
 Removing Patients 34

R

Reference Library
 Accessing 157
 Displaying documents 158
 Document types 158
 Printing documents 159

S

Screen Lock 29
Staff Log 52
Status Board
 Color Codes 47
 Order Counts 45
Summary Screen
 Accessing 112
 Changing layout 117
 Enter New Time 114
 Hide/Show Bar 119
 Navigation 113
 Open Screen 116
 Set Time Interval 115
 Timeline 118
 Types 111

T

Tabstop for Notes 135

U

Unit Bar Font 162
Unit Name 19

V

Version Number, Essentris xiv
Vitals Flowsheet 87

W

Waveforms
 Accessing 147
 Annotation 150
 Continuous 148
 Delete 148
 List 149
 Non-continuous 149
 Store 150
 Zoom/Scale 149